



GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Governor's Office of
Crime Control & Prevention

Grant Management System

Complete User Manual

Version 4.8

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1 Introduction

The web-based GOCCP Grant Management System (GMS) provides a single portal through which all of the tasks associated with applying, awarding, and managing of GOCCP grants are performed. Actual access to certain sections of the GMS are based on permissions assigned to each user.

Internal GOCCP staff use the system to:

- Manage all funding programs and grant funding distribution information
- Make funding available for applicants
- View, administer, and manage all grant applications and grant awards
- Manage the contacts and organizations databases
- Administer user access to the system
- Create and process reports

External organizations (sub-recipients) use the system to:

- Input and manage information pertaining to their organization
- View/search for available funding
- Apply for grants
- View the status of grant applications
- Manage / maintain compliance information for awarded grants

1.1 Record Locking

GMS is a multi-user system – many internal and external users may be logged on and working in the system simultaneously. For this reason, GMS uses record-locking to avoid two users editing the same application, award, funding program or other system features at the same time.

- If you attempt to edit a record in GMS and you receive an error message indicating the record is locked, check with other users in your organization to be sure no one else is editing the same record.
- If this does not solve the problem, please email us by clicking the red question mark icon shown in the top right corner of every screen and clicking the [contact support](#) link.

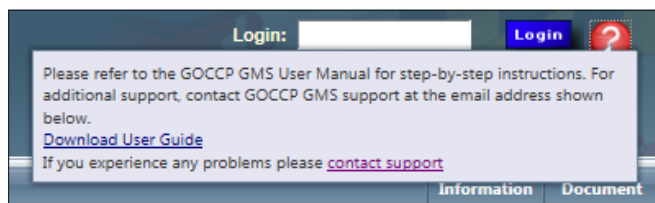


Figure 1 - Contact Support

2 Getting Started – the GOCCP Grant Management Home Page

The GOCCP Grant Management home page is accessible to the public and provides a summary of the active NOFAs (Notice of Funding Availability) along with an area for authorized users to log into the secure GMS.

- It is a non-secure web page and as such only provides a list of available NOFAs and the parameters associated with each.
- You can view detailed NOFA information upon successful login with a valid Login and Password.

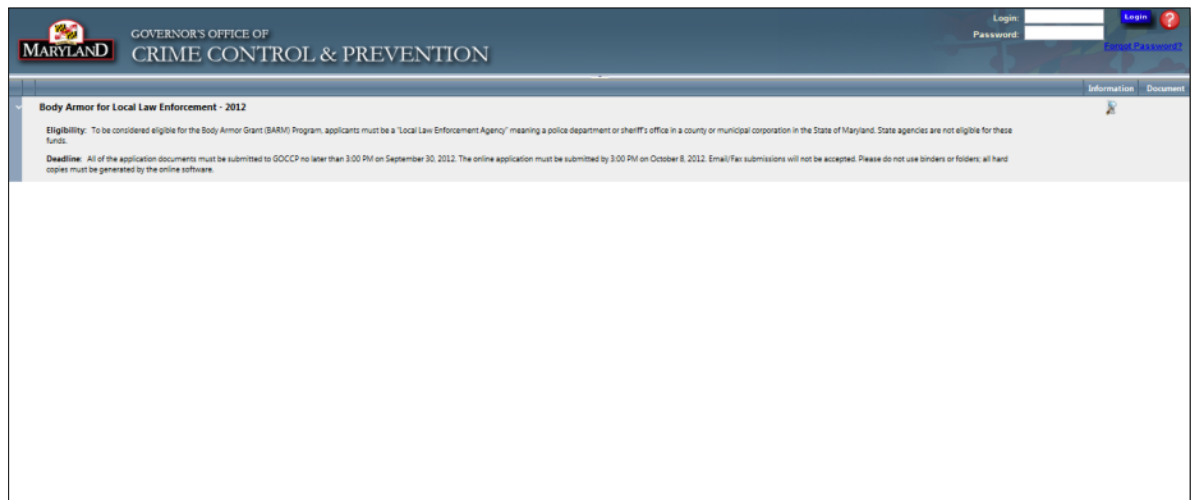


Figure 2 - Public View of GOCCP GMS Website

- Available GOCCP NOFAs are listed on the page with its Eligible community and the Grant Application Deadline date. Each NOFA also contains two additional sources of information for the user:
 - NOFA Detail Summary is accessible from the Information column by clicking the magnifying glass icon. This view provides initial parameters on the available funds such as Start Date, End Date, Online Application Deadline, Hardcopy Application Deadline, Funding Year, Eligibility Description and Deadline Description.
 - If additional documentation for a NOFA is available, a document download icon appears in the Document column of the NOFA record.
- If there are more NOFA records than can be displayed on one page, a page navigation tool is provided at the bottom of the Home Page to help you navigate through the entire list of NOFAs.

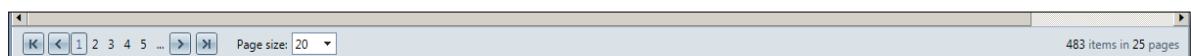


Figure 3 - Page Navigation Tool

Please refer to the section **Navigating GMS** for a more detailed description of navigation features in GMS.

2.1 Register as a GMS User

2.1.1 Create a GMS Login

Create a Login that will uniquely identify you in GMS.

- Choose a user name you will easily remember, for example your first initial + last name
- Use only alphanumeric characters (a-Z, A-Z, 0-9) – special characters (#, !, ?, etc.) are not accepted

2.1.2 Create a Password

Your password must be at least **8** characters in length with at least **1** special character (non-alphanumeric characters such as &, \$, #, %, etc.). If the password you enter does not meet these requirements, you will see the following error message:

Password: Minimum characters required: 8 non-alphanumeric characters required: 1

Note: Passwords are case-sensitive.

2.2 Log Into GMS

Enter your Login (GOCCP-assigned User ID) and Password in the top right hand corner of the GOCCP Home page and click on the Login button to access GMS.



Figure 4 - GMS Login

2.2.1 I Forgot My GMS Password

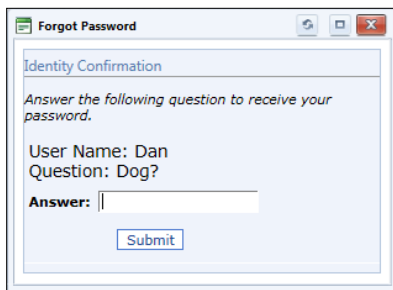
Your GMS user account will be locked if you attempt to log in with an incorrect password **five** times in any **ten** minute period.

If you forget your password and have not made enough attempts to cause your account to be locked, you can request a password reset:

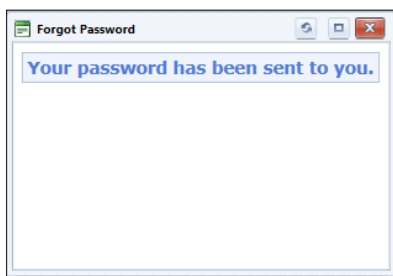
1. Click on the Forgot Password? link shown in Figure 4.
2. Enter your User Name (this is the User ID you log into GMS with, not the email address associated with your User ID) then click the Submit button.



3. The Identify Confirmation dialog box is displayed next. Type the answer to the security question you chose when setting up your GMS account, then click the Submit button.



4. You will then receive a confirmation message that your request has been received.



5. A new password will be sent to the email address registered with your User ID.
6. Return to the GMS Login screen and log in with your User ID and the new password that was emailed to you.

Note: If you've made *five* attempts within a *ten* minute period and your account has been locked, contact GOCCP Admin Support Staff. With proper verification, they will unlock your account and reset your password.

3 Quick Reference

The following quick reference sheet provides a high-level overview of commonly used GMS features:

Maryland GOCCP Grant Management System

Quick Reference

Navigation Bar
Float your cursor over a menu item to see choices.

Location Bar
Changes to show you where you are in the system.

Sort Fields
Click on any column heading in a dashboard to sort the display by that heading. Click once for ascending, twice for descending order.

Search Fields
Type text into search boxes under column headings (when available) the hit ENTER to return records that match (exact or partial).

Drop-Down Lists

Click the arrow on a drop-down list and select an item to narrow the list of records.

A
NOFA Status
[Active]
[Inactive]

B
Application Status
[Active]
[Inactive]
[Pending]
[Cancelled]
[Awaiting Hard Copy]
[Hardcopy Received]
[Awaiting Revision]
[Resubmitted]
[Internal Review]
[Review Request]
[Awarded]
[Withdrawn]

C
Application Status
[Active]
[Inactive]
[Pending]
[Cancelled]
[Awaiting Hard Copy]
[Hardcopy Received]
[Awaiting Revision]
[Resubmitted]
[Internal Review]
[Review Request]
[Awarded]
[Withdrawn]

Function Menus

Context-sensitive Menus guide you through the process of applying for a grant or managing funding programs & grants. When you click an item in the menu, the right-side window displays fields for required information associated with the menu item. If you see a SAVE button, you must click it when you are finished, or you will lose the information you entered. If you do not see a SAVE button, the information is automatically saved when you enter it.

Other Navigation Tips

Drag & Drop

Example: Add an organization to a Grant Fund Distribution (GFD) by clicking and holding on the organization in the Available Organizations pane, dragging it to the top of the Eligible GFD Organizations pane, and releasing when you see the dotted line.

Add New Records

The + Add new record button appears anywhere in the GMS that you are able to add new records. Click on the + icon, and the fields to enter the new information into will appear directly below "Add new record".

If there is a Save button, you must click it to save your work before moving on.

Information in this pane changes according to the item you click in the Context Menu.

4 Navigating GMS

4.1 GMS and Your Computer

GMS is a web-based application designed to run entirely from within your web browser. The GMS user community is comprised of many different individuals and organizations using various types of computers, operating systems, monitors, screen resolutions, and web browser settings.

Based on your computing environment, the appearance of some GMS screens can vary from what is shown in this manual. The functionality does not change, but some screens can vary in appearance. For example, on one computer the Grant Award Face Sheet will display data entry fields *beside* their labels, as shown in Figure 5:

The screenshot displays the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' Grant Award Face Sheet. The interface includes a top navigation bar with links like Home, Grant Management, Funding Management, Address Book, Reports, Admin, and Logout. A left sidebar contains a 'Grant Menu' with various options. The main content area is divided into several sections, each with a blue header and a list of data entry fields. The 'GRANT SEQUENCE NUMBER' section shows 'Sequence Number' as '1001'. The 'PROJECT TITLE' section shows 'Project Title' as 'Domestic Violence Prosecution'. The 'APPLICANT AGENCY' section shows 'Carroll County Board of County Commissioners'. The 'IMPLEMENTING AGENCY' section shows 'Carroll County Board of County Commissioners'. The 'COUNTY/MUNICIPALITY' section shows 'County' as 'Carroll' and 'Municipality' as '[Select One]'. The 'GRANT ROLES' section shows 'Project Director' as 'Maria Odenbrecher', 'Fiscal Officer' as 'Maria Odenbrecher', 'GOCCP Regional Monitor' as 'Whitstone, Danielle', 'GOCCP Funding Manager' as 'Eaddy, Latonya', and 'GOCCP Fiscal Specialist' as 'Mufusa, Virginia'. The 'PROJECT DATES' section, highlighted with a red box, shows 'GFD Code' as 'VAWA', 'GFD Title' as 'Violence Against Women - 2011', 'Funding Start Date' as '5/1/2011', 'Funding End Date' as '6/30/2012', 'Start Date' as '10/1/2011', and 'End Date' as '6/30/2012'. The 'AWARD DATES' section shows 'Approved Letter Pending' as '9/29/2011', 'Award Letter Sent' as '9/26/2011', 'Award Accepted' as '10/21/2011', 'Accept Package Sent' as '9/26/2011', and 'Proj Commencement Recvd' as '10/31/2011'. The 'INVENTORY' section shows 'PIRF Received' as '[Select One]'. The 'RISK ASSESSMENT' section shows 'Risk Assessment' as 'Regular'. The 'INITIATIVE' section shows 'Initiative' as '[Select One]'. The 'DEFICIENCY STATUS' section shows 'Deficiency' as '[Select One]' and 'Deficiency Note' as a text area.

Figure 5 - GMS Screen: Data Fields Appear Beside Labels

While on another computer – one that uses a different screen resolution or different web browser settings – the data entry fields are displayed *below* their labels, as shown in Figure 6:

The screenshot displays the GMS (Grant Management System) interface for the Governor's Office of Crime Control & Prevention. The top navigation bar includes links for Home, Grant Management, Funding Management, Address Book, Reports, Admin, and Logout. The main content area is divided into several sections, each with a label and a corresponding data field or form.

Grant Information:

- Grant Number: VAWA-2011-1021
- Awarded: \$62,000.00
- Award Reported %: 100.00 %
- Match Reported %: \$103,757.00
- Match Reported %: 71.65 %
- Project Dates: 10/01/2011 - 09/30/2012
- Title: Domestic Violence Prosecution
- Grant Award Status: Award In Compliance

GRANT SEQUENCE NUMBER:

- Sequence Number: 1001

PROJECT TITLE:

- Project Title: Domestic Violence Prosecution

APPLICANT AGENCY:

- Carroll County Board of County Commissioners
- Is service site? ☐
- Address: 225 North Center Street, Room 300
- City, State Zip: Westminster, MD 21157
- Org. Type: Local Government
- County: Carroll
- Auth. Official: J. Douglas Howard

IMPLEMENTING AGENCY:

- Carroll County Board of County Commissioners
- Is service site? ☐
- Address: 225 North Center Street, Room 300
- City, State Zip: Westminster, MD 21157
- Org. Type: Local Government
- County: Carroll
- Auth. Official: J. Douglas Howard

COUNTY/MUNICIPALITY:

- County: Carroll
- Municipality: [Select One]

PROJECT DATES (highlighted with a red box):

- GFD Code: VAWA
- GFD Title: Violence Against Women - 2011
- Funding Start Date: 7/1/2011
- Funding End Date: 6/30/2013
- Start Date: 10/1/2011
- End Date: 9/30/2012

AWARD DATES:

- Approved Letter Pending: 9/19/2011
- Award Letter Sent: 9/26/2011
- Award Accepted: 10/31/2011
- Accept Package Sent: 9/26/2011
- Proj Commencement Recvd: 10/31/2011

INVENTORY:

- BRIE Received

Figure 6 - GMS Screen: Data Fields Appear Below Labels

The functionality has not changed – only the location of the data entry fields have.

When differences in displays or resolution cause fields to be pushed down the page, a vertical scroll bar will appear; simply scroll down the page to see the additional fields.

4.2 The GMS Home Page

The secure GMS Home Page is displayed upon successful login:

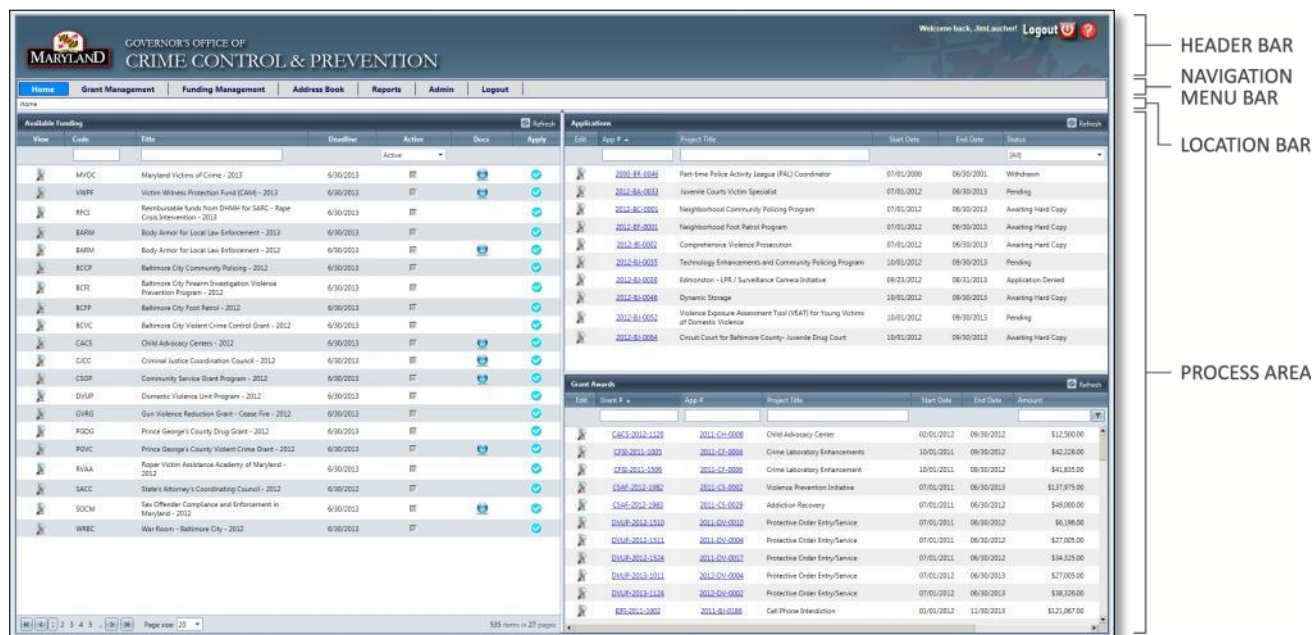


Figure 7 - GMS Home Page

The GMS interface consists of the *Header Bar*, *Navigation Menu Bar*, and *Location Bar* which are fixed in place and appear at the top of every screen throughout GMS. The *Process Area* changes based on the task you are currently performing.

4.2.1 Header Bar

The Header Bar displays the GOCCP logo and appears at the top of every screen in GMS. It contains links for logging in & out of GMS, accessing a PDF version of this manual, and contacting customer support.



Figure 8 - GMS Header Bar

- Click the Logout button at any time to leave GMS, which will log you out regardless of where you are in the system. Be sure to SAVE your work BEFORE clicking the button.
- Click on the Help button (question mark in the red bubble) if you need help with a procedure or wish to contact technical support at any time while using GMS.

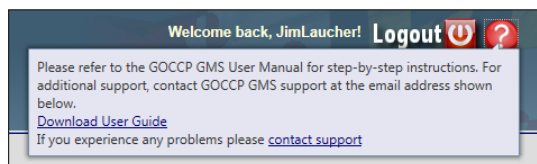


Figure 9 - GMS Help Button

- Within the Help button pop up box, click the *Download User Guide* link to download a PDF version of the GMS User Manual, or
- Click the *Contact Support* link to send an email to support. Doing this will create a new message addressed to *GMSsupport@goccp.state.md.us* using your default email program. NOTE: If your default email program does not open when you click on the Contact Support link, you can copy this email address, create a new email as you normally would, and paste this email address into the TO: line.

Note: You can hide the Header Bar at any time by clicking on the center-arrow on the bottom border of the Header:

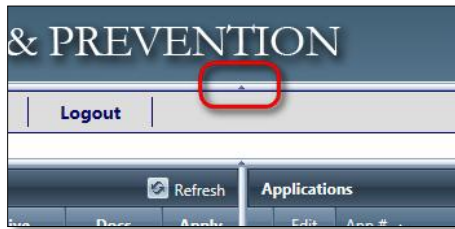


Figure 10 – Header Bar Center-Arrow

Click the center-arrow once to hide the Header Bar:

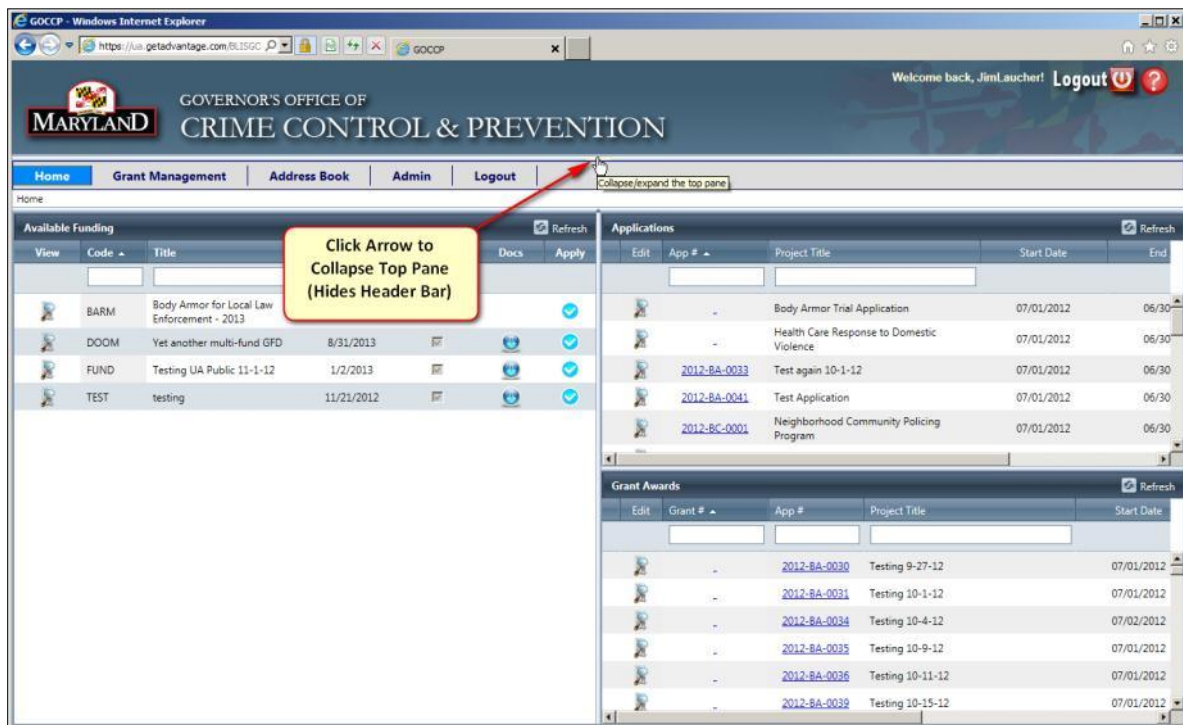


Figure 11 – Click Center-Arrow to Hide Header Bar

Click the center-arrow again to show the Header Bar:

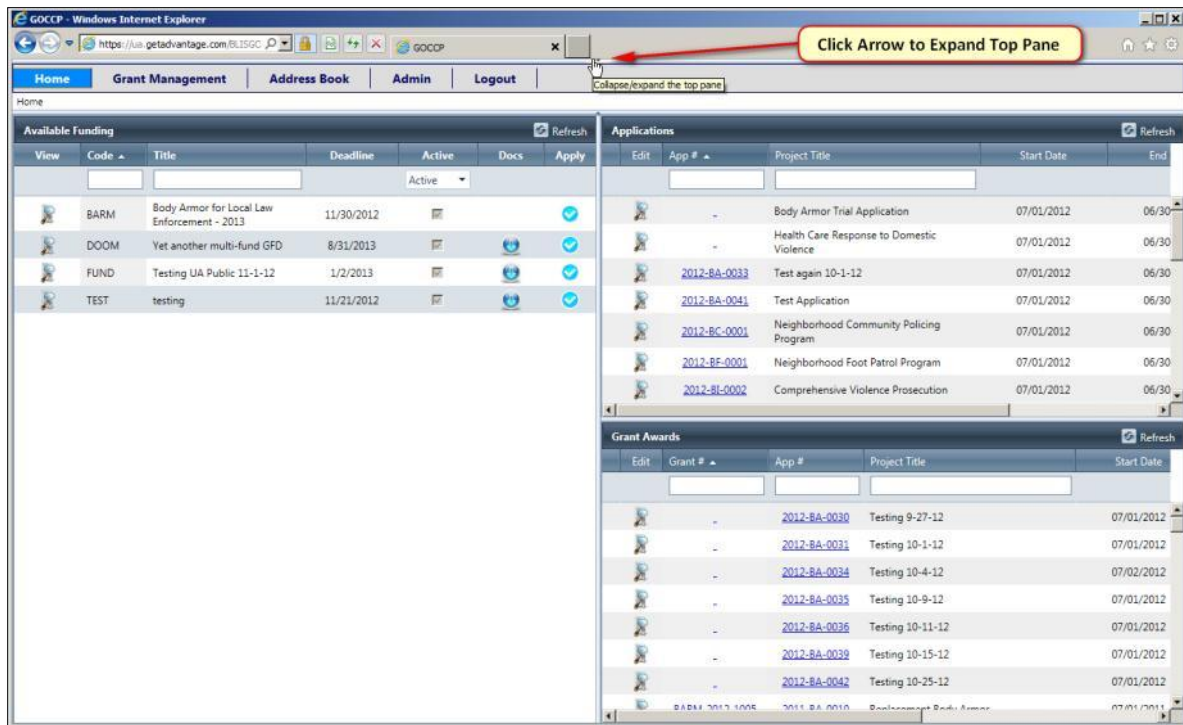


Figure 12 – Header Bar Hidden

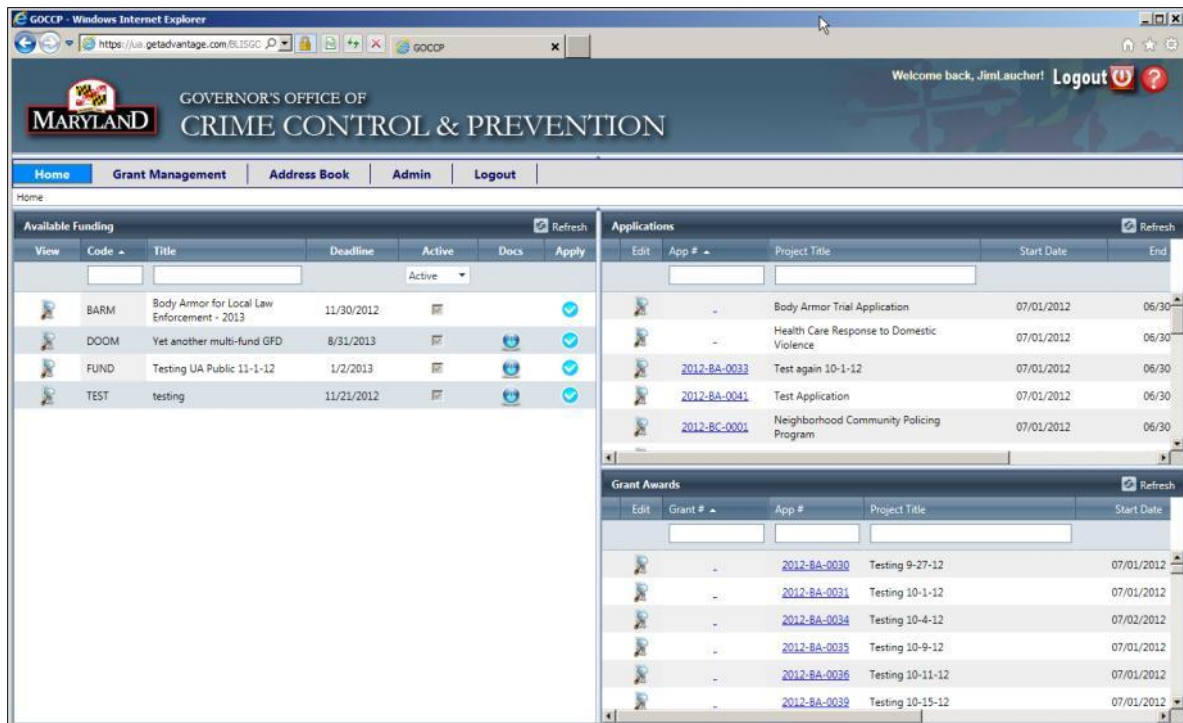


Figure 13 – Header Bar Shown

4.2.2 Navigation Menu Bar

The Navigation Menu Bar displays links to the different functional areas of GMS as menu and sub-menu items, and appears below the Header Bar on every screen in the GMS.



Figure 14 - GMS Navigation Menu Bar

- Clicking *Home* on the Navigation Menu Bar will return you to your GMS Home Page from wherever you are in the system.
- Clicking *Logout* on the Navigation Menu Bar will log you out of GMS and return you to the GOCCP Home Page.

4.2.2.1 Dashboards

The Process Area of your GMS Home Page is divided into three sections called Dashboards:

The image is a screenshot of the GMS Home Page, divided into three main dashboard sections. The 'Available Funding' dashboard on the left lists various funding opportunities with columns for View, Code, Title, Deadline, Action, Docs, and Apply. The 'Applications' dashboard on the top right lists grant applications with columns for Edit, App #, Project Title, Start Date, End Date, and Status. The 'Grant Awards' dashboard on the bottom right lists awarded grants with columns for Edit, Grant #, App #, Project Title, Start Date, End Date, and Amount. Each dashboard has a 'Refresh' button in the top right corner. A yellow box labeled 'AVAILABLE FUNDING DASHBOARD' is overlaid on the left dashboard, and another yellow box labeled 'APPLICATIONS DASHBOARD' is overlaid on the top right dashboard. A third yellow box labeled 'GRANT AWARDS DASHBOARD' is overlaid on the bottom right dashboard.

Figure 15 - GMS Home Page Dashboards

- The Available Funding Dashboard displays a list of current funding opportunities. The Applications Dashboard contains a list of grant applications your organization has created.
- The Grant Awards Dashboard displays a list of grants your organization has been awarded.

Each dashboard presents information in a format similar to a table or a spreadsheet – in rows and columns, and is made up of the following components shown in Figure 16:



Figure 16 - GMS Home Page Dashboard Components

- **Dashboard Header:** Identifies the dashboard
- **Column Headings:** The columns determine which fields of a record are displayed. For example, a complete grant application record may contain over 20 fields of information, but in the Applications dashboard only the high-level information is shown (the Application Number, Project Title, Start Date, End Date, and Status fields). NOTE: You can sort the records in your dashboard by the column headings – refer to the section **Error! Reference source not found.** for instructions.
- **Search/Filter Fields:** Using these fields, you can search for specific records or narrow the list of records shown by creating a filter. Refer to the section **Error! Reference source not found.** for instructions on searching and filtering records.
- **Records:** Individual funding opportunities, grant applications, or grant awards, depending on which dashboard you are viewing. Each record is displayed in it's own row.
- **Action Columns:** Each dashboard may have one or more columns which display an icon in each record. In these columns, the fields do not contain information about a record, but rather allow you to perform an action on the record. For example, in the Application dashboard shown in Figure 16, the first column is the Edit action column; clicking the icon in that column in a specific row will allow you to edit that application.
- **Scroll Bars:** If a dashboard has more columns than will fit in the current frame, a horizontal scroll bar will appear. By moving your pointer over the scroll bar then clicking and holding the left mouse button down, you can drag the scroll bar to the right in order to view any columns that don't fit within the frame. The same is true for records – if the dashboard contains more rows than will fit in the frame, a vertical scroll bar will appear which will allow you to scroll up and down through the records.



Figure 17 - GMS Home Page Dashboard Scroll Bars

- **Resizable Frames:** Each dashboard is surrounded by a thin frame. You can change the number of columns or rows displayed in a dashboard by moving your pointer over the frame until it changes to the double-sided arrow, clicking and holding the left mouse button, dragging the frame to either side or up/down, then releasing the mouse button.

NOTE: You can re-size the width of any column by placing your pointer between columns in the Headings Section:

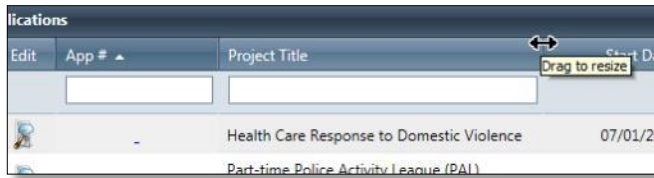


Figure 18 - Resize Dashboard Column Headings

- **Page Navigation Tool:** The Available Funding dashboard displays a tool at the bottom of the frame which allows you to change the number of records shown per page and easily navigate to any page. Figure 19 shows the action each button performs:

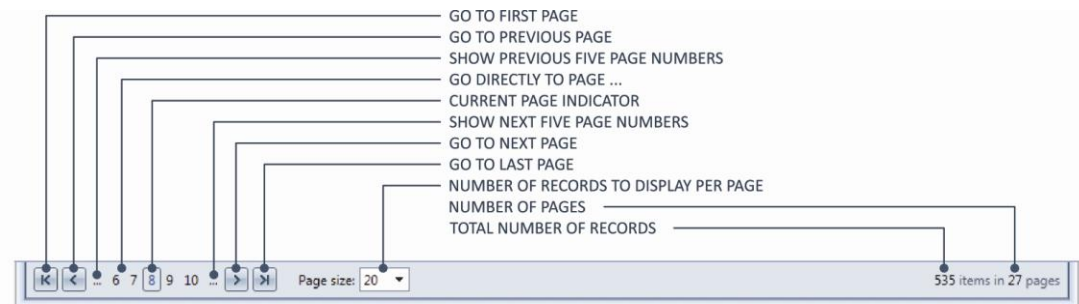


Figure 19 - Page Navigation Tool

This navigation tool is shown throughout GMS where there are many records to navigate (for example in the Application Search and Award Search screens).

- Control the number of records displayed in the current frame by clicking on the drop-down list beside Page Size and selecting 10, 20, or 50. The total number of records stays the same, but the number of pages (shown in the lower right side) updates based on how many records per page you select.
- Click on any of the navigation arrow boxes to move through the pages of records, or select a specific page by clicking on the page number as shown in Figure 19.

4.2.2.1.1 The Available Funding Dashboard

The Available Funding dashboard displays a list of funding programs (Notice of Funding Availability – NOFAs) that you can use to apply for a grant, as shown in Figure 20.



The screenshot shows a web interface titled "Available Funding" with a "Refresh" button. Below the title is a table with columns: View, Code, Title, Deadline, Active, Docs, and Apply. The "Active" column has a dropdown menu set to "Active". The table lists three programs: CICC (Criminal Justice Coordination Council - 2012), CSGP (Community Service Grant Program - 2012), and DVUP (Domestic Violence Unit Program - 2012). All three have a deadline of 6/30/2013 and are marked as active. The "Docs" column shows a blue marble icon for each, and the "Apply" column shows a checkmark icon. At the bottom, there are pagination controls showing "Page size: 20" and "535 items in 27 pages".

View	Code	Title	Deadline	Active	Docs	Apply
	CICC	Criminal Justice Coordination Council - 2012	6/30/2013	<input checked="" type="checkbox"/>		
	CSGP	Community Service Grant Program - 2012	6/30/2013	<input checked="" type="checkbox"/>		
	DVUP	Domestic Violence Unit Program - 2012	6/30/2013	<input checked="" type="checkbox"/>		

Figure 20 - GMS Home Page - Available Funding Dashboard

The following fields are shown in columns for each NOFA record:

View: Click the magnifying glass icon in this column to display a popup window the basic parameters of the funding program as shown in Figure 21, including a Summary, Start and End Date, Grant Application Deadline Dates, and Eligibility Requirements.



Figure 21 - NOFA Basic Parameter Information Pop-up Window

Code: A 4-letter code assigned by GOCCP to each funding opportunity.

Title: The title of the NOFA – the name of the funding program and the funding year.

Deadline: The date that all grant applications based on the NOFA must be submitted by.

Active: The checkbox in this column indicates whether or not the NOFA is currently active. To view only NOFA records that are active, select *Active* from the drop-down box directly beneath the column heading.

Docs: A blue marble icon is shown in this field if a NOFA has supporting documentation associated with it. Click on the icon to download and review the document.

Apply: Click on the checkmark icon in this field to create an application for a grant based on this NOFA. Refer the section [Apply for a Grant](#) for detailed instructions.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Refer to the section **Error! Reference source not found.** for details.

4.2.2.1.2 The Applications Dashboard

The Applications Dashboard contains a list of grant applications your organization has created. NOTE: Applications that you submitted, which have been approved and awarded to your organization, are not shown in this dashboard.



Applications Refresh					
Edit	App #	Project Title	Start Date	End Date	Status
					[All]
	2000-BR-0046	Part-time Police Activity League (PAL) Coordinator	07/01/2000	06/30/2001	Withdrawn
	2012-BA-0033	Juvenile Courts Victim Specialist	07/01/2012	06/30/2013	Pending
	2012-BC-0001	Neighborhood Community Policing Program	07/01/2012	06/30/2013	Awaiting Hard Copy
	2012-BF-0001	Neighborhood Foot Patrol Program	07/01/2012	06/30/2013	Awaiting Hard Copy

Figure 22 - GMS Home Page - Applications Dashboard

The following fields are shown in columns for each Application record:

Edit: Click the magnifying glass icon in this column to view/edit an application's contents. You will leave your GMS home page and be taken to the Grant Application Menu where you can continue working on the application.



The screenshot shows the 'Grant Application Menu' for the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION'. It includes a navigation bar with 'Home', 'Grant Management', 'Admin', and 'Logout'. The main content area is divided into several sections: 'PROJECT TITLE' (Project Title: Part-time Police Activity League (PAL) Coordinator), 'APPLICANT AGENCY' (Agency Name: [dropdown], Address: 123 North Court Street), 'IMPLEMENTING AGENCY' (Agency Name: [dropdown], Address: 123 West Park Street), 'PROJECT DATES' (GPD Code: 456789, GPD Title: Police Activity League Coordinator, GPD Start Date: 07/01/2000, GPD End Date: 06/30/2001, Proposed Start Date: 07/01/2012, Proposed End Date: 06/30/2013), 'FUNDING YEAR' (Program Year: 12), and 'PREPARER INFORMATION' (Preparer's Name: [text], Preparer's Phone: [text]). There is also an 'AUDIT REQUIREMENTS' section at the bottom.

Figure 23 - Grant Application Menu

- Refer to the section ***Apply for a Grant*** for detailed instructions on how to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

App #: The unique identifier code assigned to an application when you create it. The format represents the year you applied, the funding application code and a four-digit system generated number. The application number is underlined; click on it to view summary information about the application, as shown in Figure 24.



Figure 24 - Application Summary Popup

- Project Title:** The title your organization provided for the grant application when creating it.
- Start Date:** The date the project will start (defined by NOFA).
- End Date:** The date the project will end (defined by NOFA).
- Status:** Shows the status of each grant application in the dashboard. Each application shown in the dashboard will be in one of the following four statuses:
- **Pending:** The application is still in progress and has not yet been submitted.
 - **Pending Revision:** The application was submitted but returned to the applicant for revision.
 - **Awaiting Hardcopy:** The application has been submitted electronically and the GOCCP is currently awaiting the paper copy.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Scrolling up/down or left/right is available to access all information provided. For example, you can filter the list of records to only display those with a status of *Awaiting Hardcopy*. Refer the section **Error! Reference source not found.** for details.

The Applications dashboard does not show applications that have been approved and awarded as grants. However, you can view all applications your organization has created regardless of status using the Application Search feature of GMS.

From your GMS Home Page, select Application Search from the Grant Management menu:



Figure 25 - Access the Application Search Feature

This displays the Application Search screen, which is a more detailed listing than shown in the Applications dashboard:

App #	App Name	High Priority Rating	Project Title	Start Date	End Date	Project Director	Amount	County	Status
2009-09-01-01	Baltimore County, Maryland	1	Baltimore County - Overtime Support	07/01/2009	06/30/2013	Ross, Charles	\$75,403.00	Baltimore County	Awarded
2009-09-01-02	Baltimore County, Maryland	1	Baltimore County - Personnel Support	07/01/2009	06/30/2013	Spart, John	\$84,875.00	Baltimore County	Awarded
2009-09-01-03	Baltimore County, Maryland	1	Baltimore County - Juvenile Drug Court	07/01/2009	06/30/2012	Graham, Michael	\$131,965.00	Baltimore County	Awarded
2009-09-01-04	Baltimore County, Maryland	1	Baltimore County - Respondent Notification	07/01/2009	06/30/2012	Graham, Michael	\$32,839.00	Baltimore County	Awarded

Figure 26 - Application Search Screen

You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

4.2.2.1.3 The Grant Awards Dashboard

The Grant Awards dashboard displays a list of grants your organization has been awarded.

Edit	Grant #	App #	Project Title	Start Date	End Date	Amount	Status
	GVRG-2013-1910	2012-GV-0020	Overtime Support	07/01/2012	06/30/2013	\$40,000.00	Award Packets Pending
	GVRG-2013-1940	2012-GV-0021	Personnel Support	07/01/2012	06/30/2013	\$84,875.00	Award In Compliance
	JARG-2009-1101	2011-JG-0003	Juvenile Drug Court	07/01/2011	06/30/2012	\$131,965.00	Acceptance Documents Due
	JINT-2009-1304	2011-JG-0022	Respondent Notification	07/01/2011	06/30/2012	\$32,839.00	Acceptance Documents Due

Figure 27 - GMS Home Page - Grant Awards Dashboard

The following fields are shown in columns for each Grant Award record:

Edit: Click the magnifying glass icon in this column to view/edit an award. You will leave your GMS home page and be taken to the Grant Award Menu where you can manage the award and perform programmatic and financial reporting.

Figure 28 - Edit Grant Award Information

- Refer to the section ***Maintaining Grant Awards*** for detailed instructions on how to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

Grant #: The unique identifier code assigned to a grant when it is awarded. The grant award number is underlined; click on it to view summary information about the award.

Figure 29 – Grant Award Summary PopUp

App #: The application number of the application that the grant award was based on. The application number is underlined; click on it to view summary information about the application for this grant award.

Figure 30 - Application Summary PopUp for a Grant Award

Project Title: The title of the awarded grant.
Start Date: The start date of the grant award.
End Date: The end date of the grant award.
Amount: The grant funds awarded to the grant.
Status: Shows the status of each grant award in the dashboard. Each award shown in the dashboard will be in one of the following three statuses:

- **Acceptance Documents Due:** The grant has been awarded and the GOCCP is currently awaiting the acceptance documents from your organization.
- **Award in Compliance:** The grant award terms are currently satisfied.

- **Award Not in Compliance:** The grant award terms are currently not satisfied – often this indicates that financial and programmatic reports are overdue.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. For example, you can filter the list of records to only display those with a status of *Award Not in Compliance*. Refer to the section **Error! Reference source not found.** for details.

The Grant Awards dashboard does not show awards that have been closed, or are in a status other than the three described above. However, you can view all awards your organization has received regardless of status by using the Award Search feature of the GMS.

From your GMS Home Page, select Award Search from the Grant Management menu:



Figure 31 - Access the Award Search Feature

This displays the Award Search screen, which is a more detailed listing than shown in the Grant Awards dashboard:

App #	App Name	Implementing Agency	Project Title	Start Date	End Date	Project Director	Amount	County	Status
2009-09-0146	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$75,000.00	Baltimore County	Awarded
2009-09-0147	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0148	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0149	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0150	City of Baltimore	Office of the Mayor's Advisory for Baltimore City	Strategic, Anti-Corruption and Business Development Initiative	11/01/2009	11/01/2010	Woods, Ann	\$100,000.00	Baltimore City	Awarded
2009-09-0151	Frederick City, Police Department	Frederick City Police Department	Community Policing Program for Order and Safety	11/01/2009	11/01/2010	Reed, Charles	\$10,000.00	Frederick	Awarded
2009-09-0152	City of Baltimore	Baltimore Police Department	Baltimore Police Department - Community Policing	11/01/2009	11/01/2010	Tully, Robert	\$1,750,000.00	Baltimore City	Awarded
2009-09-0153	Baltimore Police Department	Baltimore Police Department	Baltimore Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore City	Awarded
2009-09-0154	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0155	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0156	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0157	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0158	Baltimore County, Maryland	Baltimore County Police Department	Baltimore County - Interdisciplinary Professional Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$80,000.00	Baltimore County	Awarded
2009-09-0159	City of Frederick	Frederick City Police Department	Frederick City Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$10,000.00	Frederick	Awarded
2009-09-0160	City of Baltimore	Baltimore Police Department	Baltimore Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$1,750,000.00	Baltimore City	Awarded
2009-09-0161	City of Frederick	Frederick City Police Department	Frederick City Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$10,000.00	Frederick	Awarded
2009-09-0162	City of Frederick	Frederick City Police Department	Frederick City Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$10,000.00	Frederick	Awarded
2009-09-0163	City of Frederick	Frederick City Police Department	Frederick City Police Department - Community Policing	11/01/2009	11/01/2010	Reed, Charles	\$10,000.00	Frederick	Awarded

Figure 32 - Award Search Screen

You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

5 Grant Management

5.1 Introduction

GMS provides full life-cycle support for the GOCCP Grant Application and Awarding Process. This section of the User Manual is presented in four parts:

- Creating Grant Applications provides detailed instruction on how to create, complete, and electronically submit a grant application, as well as how to withdraw an application. These procedures are included in the User Manual that is available to the public on the GOCCP GMS Public Home Page.
- Managing Grant Applications guides the internal GOCCP user through the process of turning a grant application into a grant award, including logging the initial receipt of a grant application, updating its status through the various reviews, and awarding the grant.
- Performing a Grant Award Review describes the process of preparing the award and making it available to the sub-recipient by assigning funds, goals, and objectives, and linking the award to any pertinent previous grants awarded to the same organization.
- Maintaining Grant Awards focuses on the procedures for managing awarded grants from the initial awarding through the life of the award to its closure, including topics like logging site visits and audits, disputes and grant adjustment notices, and report reviewing. This includes the procedure for programmatic reporting, which is also included in the User Manual available to the public.

5.2 Searching for a Grant Application

If an application you are searching for is not displayed in your Applications dashboard on the GMS Home Page, you can see a full listing of applications by accessing the Application Search screen from the Grant Management menu:

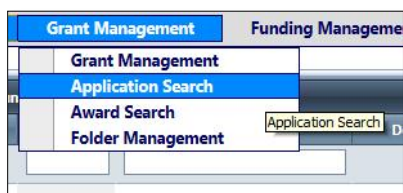


Figure 33 - Access Grant Management -> Application Search

The Application Search screen is displayed. It contains more fields than the Applications dashboard, and allows you to view applications with all statuses.

App #	Applicant Agency	Implementing Agency	Project Title	Start Date	End Date	Project Director	Amount	County	Monitor	Status
12005-05-0024	MD Department of Juvenile Services	MD Department of Juvenile Services	Operation StopIt-Neighborhood Accusation & Board (NACB)	05/01/2005	04/30/2007	Schlot, Daniel	\$40,000.00	St. Mary's	Alphonsa, Carmo	Awarded
12005-05-0014	MD Department of Juvenile Services	MD Department of Juvenile Services	Project REDHARP - A Violence and Juvenile Delinquency Reduction Program	05/01/2005	04/30/2007	Maynor, Sheila	\$48,553.00	Baltimore City	Alphonsa, Carmo	Application Denied
12005-05-0016	MD Department of Juvenile Services	MD Department of Juvenile Services	Frederick Harbor Community Juvenile Intervention Initiative	05/01/2005	04/30/2007	Smith, Ronald	\$31,592.00	Frederick	Alphonsa, Carmo	Awarded
12005-05-0017	MD Department of Juvenile Services	MD Department of Juvenile Services	Washington County Mentoring Program	05/01/2005	04/30/2007	Weaver, Robert	\$40,000.00	Washington	Alphonsa, Carmo	Awarded
12005-05-0018	MD Department of Juvenile Services	MD Department of Juvenile Services	Enhancement of Victim Services	07/01/2005	06/30/2007	Curtis, Terry	\$129,632.00	0 - State-wide	Alphonsa, Carmo	Awarded
12005-05-0019	MD Department of Juvenile Services	MD Department of Juvenile Services	Intensive Case Management Heroin Addiction Project	05/01/2005	04/30/2007	Tucker, David	\$40,000.00	0 - State-wide	Alphonsa, Carmo	Awarded
12005-05-0020	MD Department of Juvenile Services	MD Department of Juvenile Services	Commission on Juvenile Justice Jurisdiction Technical Support	03/01/2005	02/28/2007	Mauritoy, Katrina	\$27,541.00	0 - State-wide	Alphonsa, Carmo	Awarded
12005-05-0021	MD Department of Juvenile Services	MD Department of Juvenile Services	Sunlight on Schools Drug Testing Initiative	07/01/2005	06/30/2007	Phillips, Ruth	\$1,023,727.00	0 - State-wide	Alphonsa, Carmo	Awarded
12005-05-0022	MD Department of Juvenile Services	MD Department of Juvenile Services	Project Response Ability: A St. County Job Development and Victim Restoration Program	03/01/2005	02/28/2007	Miler, Donna	\$126,951.00	Calvert	Alphonsa, Carmo	Awarded
12005-05-0023	City of Baltimore	City of Baltimore	BCPSS Project Pride	07/01/2005	06/30/2007	Maddon, Sally	\$75,520.00	Baltimore City	Alphonsa, Carmo	Awarded
12005-05-0024	Montgomery County Office of the County Executive	Montgomery County State's Attorney's Office	Gang Prosecution - Montgomery County	06/30/2005	05/29/2007	Gensel, Douglas	\$66,184.00	Montgomery	Alphonsa, Carmo	Awarded
12005-05-0025	Baltimore County, Maryland	Baltimore County Police Department	Juvenile Offenders in Need of Supervision (JONS)	07/01/2005	06/30/2007	Schwartz, Ronald	\$124,521.00	Baltimore County	Alphonsa, Carmo	Awarded
12005-05-0026	Wisconsin County State's Attorney's Office	Wisconsin County State's Attorney's Office	District Court Victim/Witness Coordinator	07/01/2005	06/30/2007	Ruan, Davis	\$26,000.00	Wisconsin	McCan, Denise	Awarded
12005-05-0027	Carroll County State's Attorney's Office	Carroll County State's Attorney's Office	Victim Service Case Management	07/01/2005	06/30/2007	Schaum, Joyce	\$80,029.00	Carroll	McCan, Denise	Awarded
12005-05-0028	Anne Arundel County Victim-Witness Assistance Unit	Anne Arundel County Police Department Headquarters	Victim Assistance Education & Outreach	07/01/2005	06/30/2007	Tan, Debra	\$23,000.00	Anne Arundel	McCan, Denise	Awarded
12005-05-0029	City of Salisbury - Office of the Mayor	City of Salisbury - Office of the Mayor	Victim assistance Services	07/01/2005	06/30/2007	Bradley, Sandra	\$12,484.00	Wisconsin	McCan, Denise	Awarded
12005-05-0030	Office of the State's Attorney for Baltimore City	Office of the State's Attorney for Baltimore City	City Domestic Violence Unit	07/01/2005	06/30/2007	Brown, Viletta	\$48,322.00	Baltimore City	McCan, Denise	Awarded
12005-05-0031	Washington County State's Attorney's Office	Washington County State's Attorney's Office	Juvenile Court Victim/Witness Coordinator	07/01/2005	06/30/2007	Ritter, Jill	\$38,376.00	Washington	McCan, Denise	Awarded
12005-05-0032	Kent County Board of County Commissioners	Kent County Sheriff's Office	Kent County Sheriff's Office - Victim Witness Assistance	07/01/2005	06/30/2007	Price, John	\$10,896.00	Kent	McCan, Denise	Awarded
12005-05-0033	Howard County, Maryland	Howard County State's Attorney's Office	District Court Victim Advocate	07/01/2005	06/30/2007	Weiss, Michael	\$45,519.00	Howard	McCan, Denise	Awarded
12005-05-0034	Charm County Government	Charm County Government	Charm County Sheriff's Office Victims Services Liaison	07/01/2005	06/30/2007	Wyant, Michael	\$45,778.00	Charm	McCan, Denise	Awarded
12005-05-0035	Howard County Government, Finance Dept.	Howard County Government, Finance Dept.	Domestic Violence Victims Advocate Program	07/01/2005	06/30/2007	Timmons, Andrew	\$45,860.00	Howard	McCan, Denise	Awarded
12005-05-0036	Anne Arundel County, Maryland	Anne Arundel County State's Attorney's Office	Victim Notification Specialist	07/01/2005	06/30/2007	Grimmer, Maureen	\$30,875.00	Anne Arundel	McCan, Denise	Awarded

Figure 34 - GMS Grant Application Search Screen

Please refer to the section **Error! Reference source not found.** for help with finding a grant application.

5.3 Creating Grant Applications

5.3.1 Apply for a Grant

The following procedure describes in detail how to apply for a grant based on funding opportunities/NOFAs made available through the GOCCP. The major steps include:

1. Locate Funding Source for your Project
2. Create new Grant Application Record
3. Complete Project Face Sheet
4. Assign Officers
5. Add Service Sites
6. Add Project Summary
7. Add Project Narrative
8. Create Project Budget
9. Attach Documents to Grant Application
10. Electronically Submit Grant Application to GOCCP
11. Print Grant Application for Hardcopy Submission

As with any type of application, this is an iterative process where at times the application is returned by the grant manager to the applicant for clarification or more detail. You can use the processes described in this section when you are revising or updating an application and re-submitting it for approval.

5.3.1.1 Locate Funding Source for your Project

1. Locate the NOFA you want to use to fund your new project in the Available Funding Dashboard.

- To narrow the list down to Active NOFAs, click on the drop-down list in the Available Funding Dashboard and select **Active**. The resulting list displays only active NOFAs.

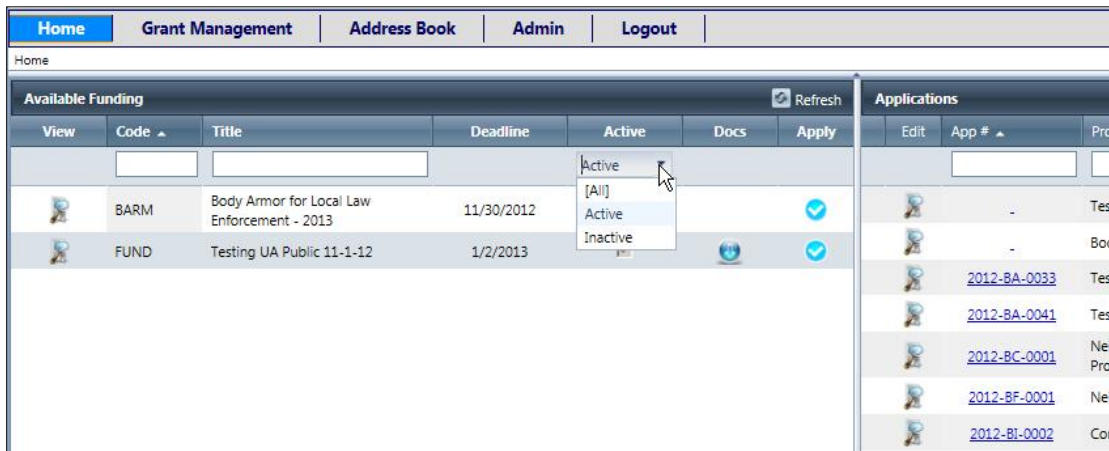


Figure 35 – View only Active NOFAs

- If the NOFA list is very long, search by Code or Title. If you know the NOFA Code, type it into the Code field and press Enter. The resulting list displays only the NOFA that matches the Code you entered.
- If you don't know the Code, type any keywords that might be in the NOFA title into the Title field and press Enter. The resulting list displays only NOFAs that contain your keywords in their title.

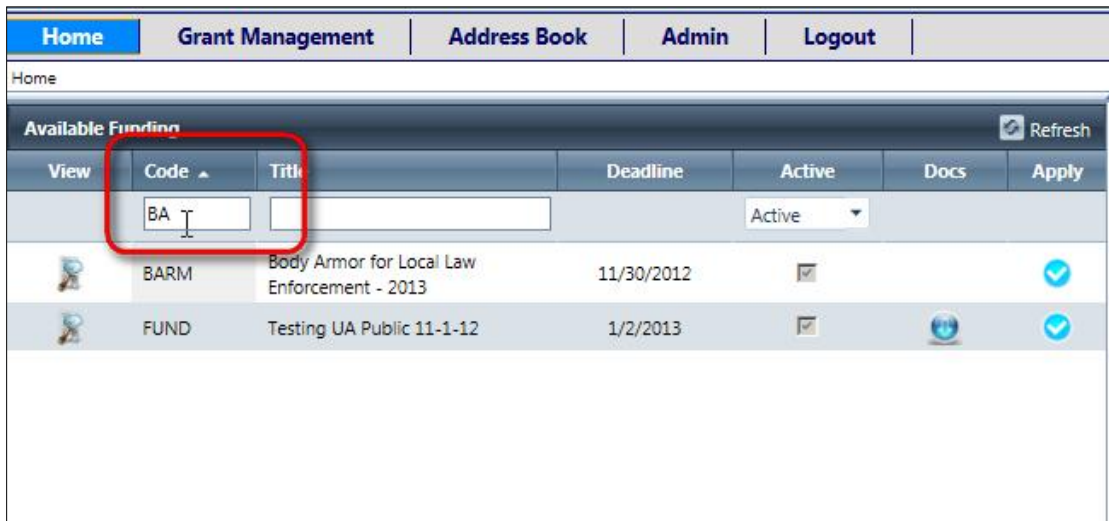


Figure 36 - Search for NOFAs by Code or Title

- Click on the View button to display overview information for a NOFA. Click on the X to close the pop-up Display window.









Home	Grant Management	Address Book	Admin	Logout		
Home						
Available Funding  Refresh						
View	Code	Title	Deadline	Active	Docs	Apply
	BA			Active		
	ARM	Body Armor for Local Law Enforcement - 2013	11/30/2012			
	FUND	Testing UA Public 11-1-12	1/2/2013			

Figure 37 - View NOFA Overview Information

Home	Grant Management	Address Book	Admin	Logout
Home				
Available Funding				
Body Armor for Local Law Enforcement - 2013				
Summary:				
Start Date:				
7/1/2012				
End Date:				
6/30/2013				
Online Application Deadline:				
11/30/2012				
Hardcopy Application Deadline:				
11/30/2012				
Funding Year:				
2013				
Eligibility Description:				
Testing in UA Public				
Deadline Description:				

Figure 38 - NOFA Information Pop-Up Window

- If you would like to review/print the hardcopy NOFA for this record, click on the icon in the Docs column of the record. The hardcopy NOFA contains program specific requirements needed to complete a grant application. The application cannot be accurately completed without following the instructions provided in the hardcopy NOFA. A standard browser dialog box will appear, prompting you to either view or save the document to your hard disk.

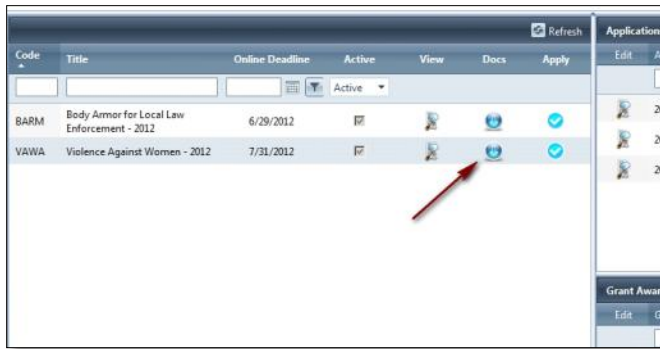


Figure 39 - View the harcopy NOFA

5.3.1.2 Create new Grant Application Record

1. Once you have located the appropriate NOFA in the Available Funding Dashboard, click the Apply button associated with it to begin the application process.



Figure 40 – Click Apply on NOFA to Begin Application Process

- The Initial Grant Application Screen (Face Sheet) is displayed.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Welcome back, Jim Laucher! Logout

Home Grant Management Address Book Admin Logout

Grant Management > Application Search

PROJECT TITLE
Project Title

APPLICANT AGENCY
Office of the State's Attorney for Baltimore City
☐ Is service site?
Address: Clarence Mitchell Courthouse
100 North Calvert Street
City, State Zip: Baltimore, MD 21202
Org. Type: Local Government
County: Baltimore City
Auth. Official: Gregg Bernstein

IMPLEMENTING AGENCY
Office of the State's Attorney for Baltimore City
☐ Is service site?
Address: Clarence Mitchell Courthouse
100 North Calvert Street
City, State Zip: Baltimore, MD 21202
Org. Type: Local Government
County: Baltimore City
Auth. Official: Gregg Bernstein

PROJECT DATES
GFD Code: BARRM
GFD Title: Body Armor for Local Law Enforcement - 2013
GFD Start Date: 7/1/2012
GFD End Date: 6/30/2013
Proposed Start Date: 7/1/2012
Proposed End Date: 6/30/2013

PREPARER INFORMATION
Preparer's Name:
Preparer's Phone: () - .

AUDIT REQUIREMENTS
Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.

Save

Figure 41 - Initial Grant Application Screen (Face Sheet)

5.3.1.3 Complete Project Face Sheet

NOTE: After entering the required information in this screen, you must click the Save button in order to enter additional Grant Application information.

- Enter a brief (one line only), descriptive title of the program you are proposing for funding into the Project Title box. See *hardcopy NOFA guidelines for proper naming of a project*.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

PROJECT TITLE
Project Title: Domestic Violence Awareness and Prevention

APPLICANT AGENCY
Frederick City Police Department
☐ Is service site?
Address: 100 West Patrick Street
City, State Zip: Frederick, MD 21701
Org. Type: Local Government
County: Frederick
Auth. Official: Kim Dine

IMPLEMENTING AGENCY
Frederick City Police Department
☐ Is service site?

PROJECT DATES
GFD Code:
GFD Title:
GFD Start:
GFD End:
Proposed Start:
Proposed End:

PREPARER INFORMATION
Preparer's:
Preparer's:

Figure 42 - Enter Project Title

- Your Applicant Agency is assigned to you based on your User ID and cannot be changed.

GOVERNOR'S OFFICE OF
MARYLAND CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

PROJECT TITLE

Project Title: Domestic Violence Awareness and Prevention

APPLICANT AGENCY

Frederick City Police Department

☐ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

IMPLEMENTING AGENCY

Frederick City Police Department

☐ Is service site?

Figure 43 - View Applicant Agency Information

- If your Applicant Agency is a Service Site (services are provided at the applicant agency's physical location), click on the **Is Service Site** checkbox to place a checkmark in it. Additional service sites may be entered later in the application process.

GOVERNOR'S OFFICE OF
MARYLAND CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

PROJECT TITLE

Project Title: Domestic Violence Awareness and Prevention

APPLICANT AGENCY

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

IMPLEMENTING AGENCY

Frederick City Police Department

☐ Is service site?

Figure 44 - Designate Applicant Agency as a Service Site

- To display Contact Information for the authorized official of the Applicant Agency, click on the **Question Mark** button.

- The Implementing Agency for the new grant defaults to the Applicant Agency location. If the Implementing Agency is different from, or a sub-agency of the Applicant Agency, select it from the drop-down list as follows:

1. Select the text currently in the Implementing Agency box.

Company Name	City	County
Office of the State's Attorney for Baltimore City	Baltimore	Baltimore City

Items 1-1 out of 1

2. Press the Delete key to clear the field.

Company Name	City	County
100 Good Men	Salisbury	Wicomico
4-H Teen Leaders in Action	Hyattsville	Prince George's
A.C.T. Activity Community Teams	Baltimore	Baltimore City
A.S.K., Inc. (Achieving Success through Knowledge)	Baltimore	Baltimore City
Abell Foundation, Inc.	Baltimore	Baltimore City
Aberdeen Community Action Coalition	Aberdeen	Harford
Aberdeen Police Department	Aberdeen	Harford
About Face Program - Maryland National	Reisterstown	Baltimore County

Items 1-50 out of 1915

3. When the field is cleared, the drop-down list will be populated with valid agencies. Click on an agency to select it as the Implementing Agency.
 - As with your Applicant Agency, if your Implementing Agency is a Service Site (services are provided at the implementing agency's physical location), click on the **Is Service Site** checkbox to place a checkmark in it. Additional service sites may be entered later in the application process.
 - As with your Applicant Agency, to display Contact Information for the authorized official of the Implementing Agency, click on the **Question Mark** button next to their name.

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

IMPLEMENTING AGENCY

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

AUDIT REQUIREMENTS

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements.

GFD Title
GFD Start Date
GFD End Date
Proposed Start Date
Proposed End Date
Preparer's Name
Preparer's Phone

Figure 45 - Designate Implementing Agency as a Service Site

- To display Contact Information for the authorized official of the Implementing Agency, click on the **Question Mark** button.

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

IMPLEMENTING AGENCY

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

AUDIT REQUIREMENTS

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; C

GFD Start Date
GFD End Date
Proposed Start Date
Proposed End Date
Preparer's Name
Preparer's Phone

Figure 46 - Display the Contact Information Pop-Up Window

- To close the Contact Information pop-up window, click on the **X** in the upper-right corner of the window.

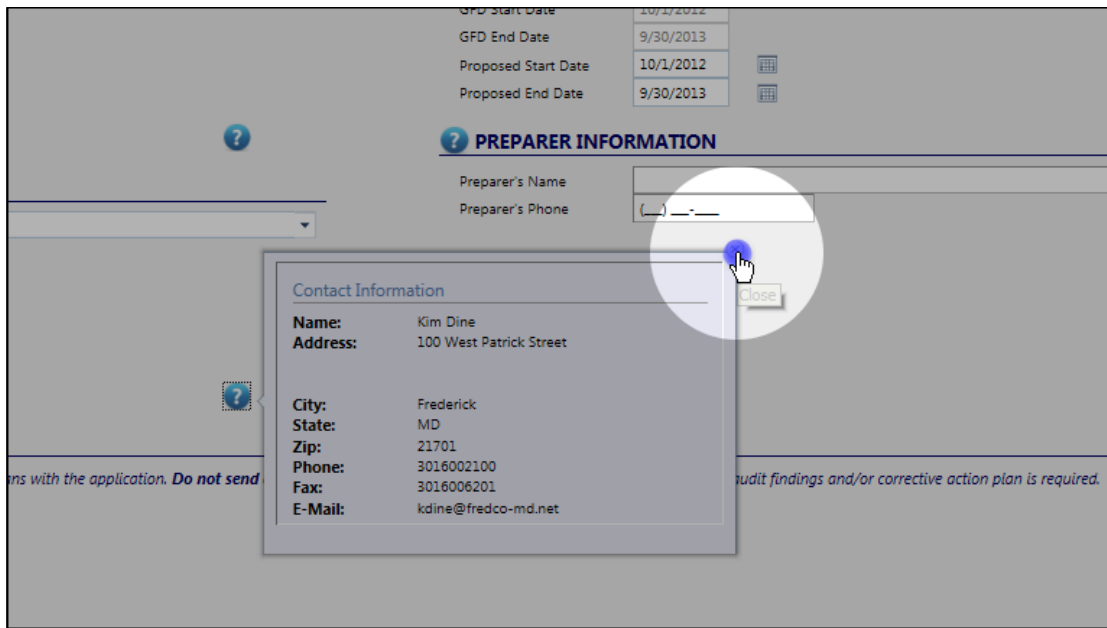


Figure 47 – Close the Contact Information Pop-Up Window

- Enter the Proposed Start and End Dates for your project by clicking on the calendar icon next to each date field. The default displayed start and end dates are taken directly from the dates provided in the NOFA. These dates are required to proceed with the application process, and may be modified using the following guidelines:
 - Proposed Start Date must be *greater than or equal to* NOFA start date
 - Proposed End Date must be *less than or equal to* NOFA end date

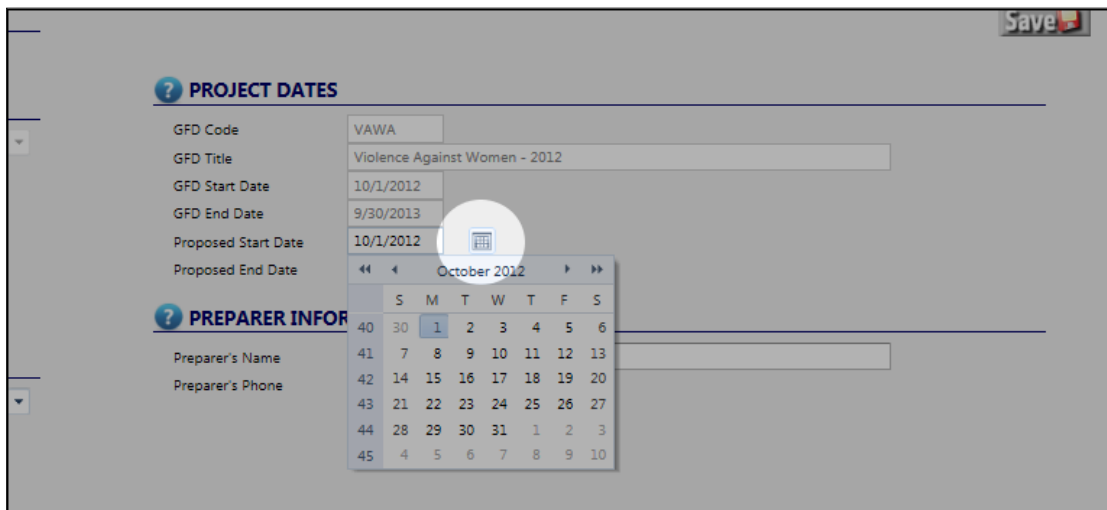


Figure 48 - Enter Proposed Start and End Dates

- Click in the Preparer's Name field and enter your name (or the name of the primary Preparer if it is someone else in your organization). Click in the Preparer's Phone field and enter the corresponding phone number. Note: Type only the digits of the phone number into the field; the field is set up to automatically format the number with parenthesis, spaces, and a dash.

? PROJECT DATES

GFD Code: VAWA
 GFD Title: Violence Against Women - 2012
 GFD Start Date: 10/1/2012
 GFD End Date: 9/30/2013
 Proposed Start Date: 10/1/2012
 Proposed End Date: 9/30/2013

? PREPARER INFORMATION

Preparer's Name: John Smith
 Preparer's Phone: (800) 555-1211

Corrective Action Plans with the application. **Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective actions**

Figure 49 - Enter Preparer's Contact Information

- Click on the **Save** button to save the application as a draft, then click **OK** on the confirmation pop-up window when it is displayed to access the Detailed Grant Application Screen.

% of Project Cost: 0.00 % Project Dates: 10/01/2012 - 09/30/2013 Title: Domestic Violence Awareness and... Status: Pending

? PROJECT DATES

GFD Code: VAWA
 GFD Title: Violence Against Women - 2012
 GFD Start Date: 10/1/2012
 GFD End Date: 9/30/2013
 Proposed Start Date: 10/1/2012
 Proposed End Date: 9/30/2013

? PREPARER INFORMATION

Preparer's Name: John Smith
 Preparer's Phone: (800) 555-1212

Save

Figure 50 - Save the Application

- When the application draft is successfully saved, you are taken to the Detailed Grant Application Screen.

The screenshot displays the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' Grant Management interface. At the top, there's a navigation bar with 'Home', 'Grant Management', 'Address Book', 'Admin', and 'Logout'. Below this is a 'Grant Management' section with a 'Grant Menu' sidebar and a 'Data Entry Area' for the 'Face Sheet'. The sidebar lists various sections: Search, Face Sheet, Officers, Service Sites, Summary, Narrative, Budget, Print, and Documents. The main area contains several sections: PROJECT TITLE (Project Title: Health Care Response to Domestic Violence), PROJECT DATES (GFD Code, GFD Title, GFD Start Date, GFD End Date), APPLICANT AGENCY (Office of the State's Attorney for Baltimore City, Is service site?, Address, City, State Zip, Org. Type, County, Auth. Official), IMPLEMENTING AGENCY (Office of the State's Attorney for Baltimore City, Is service site?, Address, City, State Zip, Org. Type, County, Auth. Official), and PREPARER INFORMATION (Preparer's Name, Preparer's Phone). A 'SAVE' button is located at the top right of the main area.

Figure 51 - Detailed Grant Application Screen

The Detailed Grant Application screen is divided into two areas – the Grant Menu sidebar and the Data Entry Area.

- The Grant Menu sidebar displays a list of sections required to complete a grant application.
- The Data Entry Area displays all of the required fields for each section in the Grant Menu list.

Note: To successfully complete and submit a grant application, you must provide all of the required information in each Grant Menu category as described in the remaining steps of this process.

The Grant Application Screen displays the Face Sheet first by default. The Face Sheet is the screen where you began the application process. If you need to update any face sheet information (i.e., Project Title, Dates, or Application / Implementing Agency information), you can do that here.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Welcome back, JimLaucher! Logout

Home Grant Management Address Book Admin Logout

Grant Management > Application Search

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$0.00	\$0.00	0.00 %	07/01/2012 - 06/30/2013	Health Care Response to Dom...	Pending

Grant Application Menu

- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

PROJECT TITLE

Project Title: Health Care Response to Domestic Violence

APPLICANT AGENCY

Office of the State's Attorney for Baltimore City

☒ Is service site?

Address: Clarence Mitchell Courthouse
100 North Calvert Street

City, State Zip: Baltimore, MD 21202
Org. Type: Local Government
County: Baltimore City
Auth. Official: Gregg Bernstein

IMPLEMENTING AGENCY

Office of the State's Attorney for Baltimore City

☐ Is service site?

Address: Clarence Mitchell Courthouse
100 North Calvert Street

City, State Zip: Baltimore, MD 21202
Org. Type: Local Government
County: Baltimore City
Auth. Official: Gregg Bernstein

PROJECT DATES

GFD Code: BARM

GFD Title: Body Armor for Local Law Enforcement - 2013

GFD Start Date: 7/1/2012

GFD End Date: 6/30/2013

Proposed Start Date: 7/1/2012

Proposed End Date: 6/30/2013

PREPARER INFORMATION

Preparer's Name: Jim Laucher

Preparer's Phone: (201) 555-1212

AUDIT REQUIREMENTS

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.

SAVE

Figure 52 - Grant Menu Face Sheet Screen

Note: Make sure you click the **Save** button to save any changes you make here before moving to the next item in the Grant Menu. If you don't, you will lose any changes you've made.

5.3.1.4 Assign Officers

1. Click **Officers** in the Grant Menu to designate the officers for your project.

Home | Grant Management | Address Book | Logout

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers**
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number: [Unassigned] Requested Funds: \$0.00 Match Funds: \$0.00 % of Project Cost: 0.00 %

PROJECT TITLE

Project Title: Domestic Violence Awareness and Prevention

APPLICANT AGENCY

Frederick City Police Department

☐ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701
 Org. Type: Local Government
 County: Frederick
 Auth. Official: Kim Dine

IMPLEMENTING AGENCY

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

Figure 53 - Click Officers in Grant Menu

GOVERNOR'S OFFICE OF
MARYLAND CRIME CONTROL & PREVENTION

Welcome back, intern@mdoc.org! Logout

Home | Grant Management | Address Book | Logout

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers**
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number: [Unassigned] Requested Funds: \$0.00 Match Funds: \$0.00 % of Project Cost: 0.00 % Project Dates: 10/01/2012 - 09/30/2013 Title: Domestic Violence Awareness and... Status: Pending

OFFICERS

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box, if a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title	Email
No records to display.				

Officer Type: [Select One]

Select Contact Name Organization Job Title

No records to display.

Figure 54 - Grant Menu Officers Screen

- A Project Director, Fiscal Officer, and Civil Rights Contact are required by GOCCP for every grant application.
2. Select **Project Director** from "Officer Type" drop-down list.

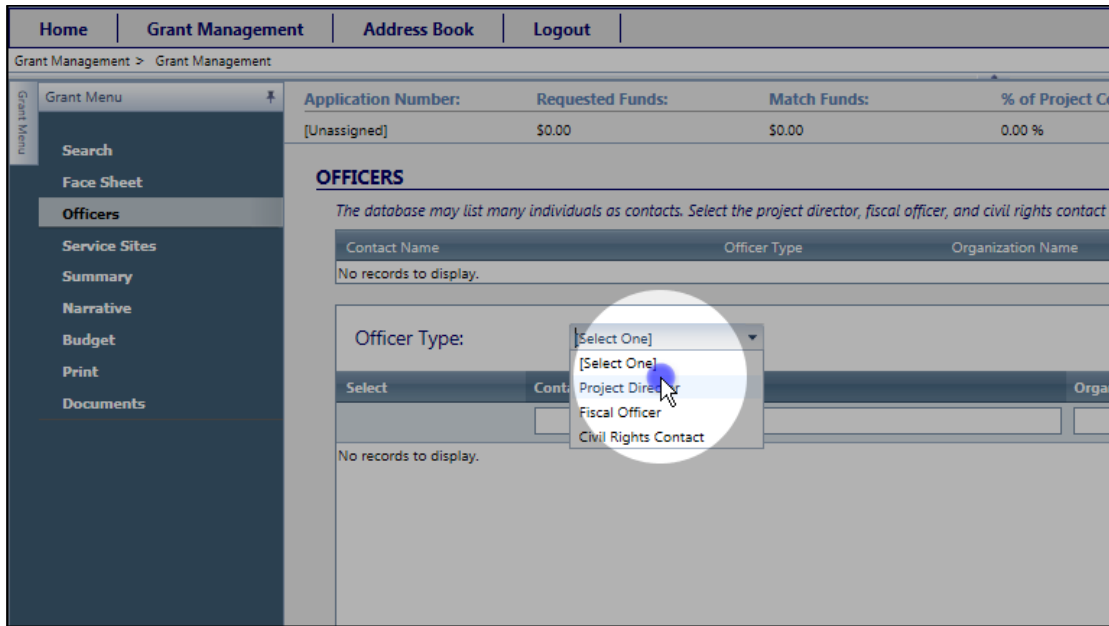


Figure 55 - Select Project Director from Officer Type Drop-down List

3. Navigate through the list of names to find and select your Project Director.

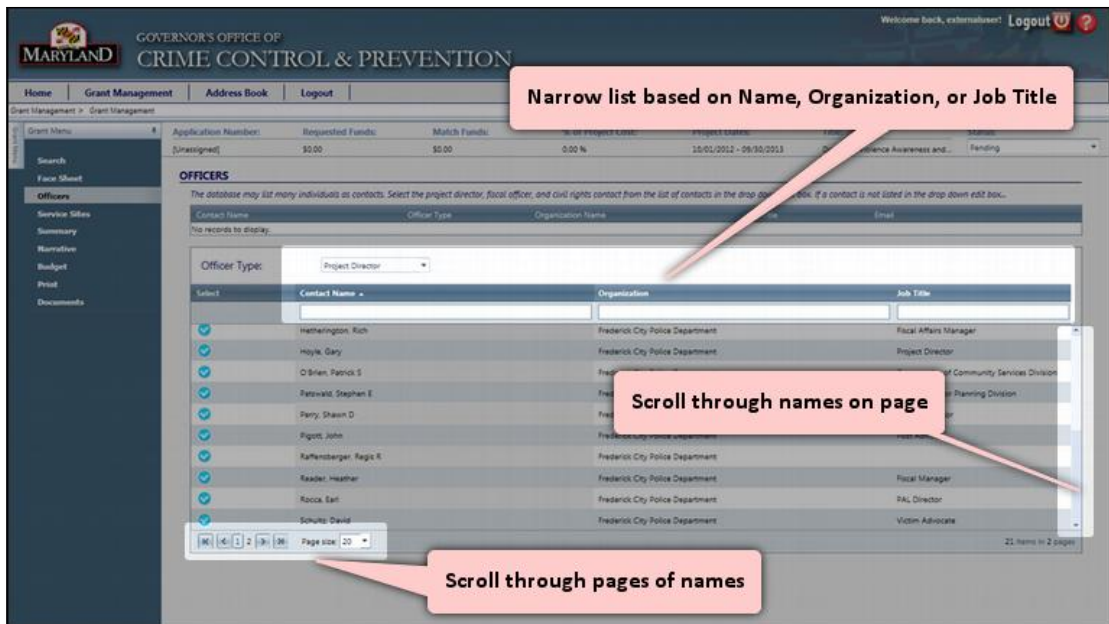


Figure 56 - Find a Contact to Designate as an Officer

You can scroll through the contact names on the current page by dragging the slider up and down, and you can scroll through the pages of names by clicking the next and previous buttons or select a specific page in the page number drop-down list.

You can also narrow the list by typing information in the Contact Name, Organization, or Job Title fields.

- It is not necessary to enter any of this information in full – the search will locate any contacts that contain any of the information you typed in.
- For example, if you know your Project Director's Job Title has the word "Victim" in it, like Victim Advocate or Victim Counselor, type the word victim into the Job Title field and press Enter. The search will return any contacts with Victim in their Job Title, as shown below.

nt | Address Book | Logout

Application Number: Requested Funds: Match Funds: % of Project Cost: Project Dates: Title: Status:

[Unassigned] \$0.00 \$0.00 0.00 % 10/01/2012 - 09/30/2013 Domestic Violence Awareness and... Pending

OFFICERS

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. If a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title	Email
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate	dschultz@fredco-md.net

Officer Type: Project Director

Select	Contact Name	Organization	Job Title
<input type="checkbox"/>	Hallman, Judy P	Frederick City Police Department	Senior Victim Assistance Unit
<input checked="" type="checkbox"/>	Schultz, David	Frederick City Police Department	Victim Advocate

Figure 57 - Search Contacts using Keywords

4. Click the **Check Box** next to Contact Name to add that contact as the Project Director.

Summary
Narrative
Budget
Print
Documents

no records to display.

Officer Type: Project Director

Select	Contact Name	Orga
<input checked="" type="checkbox"/>	Hallman, Judy P	Frede
<input type="checkbox"/>	Schultz, David	Frede

Figure 58 - Click Check Box to Select Contact

When the contact is selected, the Officers field is updated to display the selection. In this example, the contact was added as the Project Director.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The top navigation bar includes 'Home', 'Grant Management', 'Address Book', and 'Logout'. The left sidebar contains a 'Grant Menu' with options like 'Search', 'Face Sheet', 'Officers', 'Service Bids', 'Summary', 'Narrative', 'Budget', 'Print', and 'Documents'. The main content area displays a table with columns: 'Application Number', 'Requested Funds', 'Match Funds', '% of Project Cost', 'Project Dates', 'Title', and 'Status'. Below this, the 'OFFICERS' section is active, showing a table with columns: 'Contact Name', 'Officer Type', 'Organization Name', 'Job Title', and 'Email'. The 'Officer Type' dropdown is set to 'Project Director'. The table lists two contacts: 'Molinar, Judy P.' and 'Schultz, David', both from the 'Frederick City Police Department'. The 'Schultz, David' row is highlighted, indicating it is the selected contact.

Figure 59 - Officer Added to Project

Note: the contact is added to the Officers list as soon as it is selected, so there is no **Save** button on this screen.

If you select the wrong contact by accident, repeat the search starting with selecting **Project Director** from the **Officer Type** drop-down list and clicking **Select** once you've found the correct contact. The Project Director line in the Officers field is updated to the new selection.

- Repeat steps 2-4 to assign the **Fiscal Officer** and **Civil Rights Contact** for your project.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

Grant Menu: Application Numbers: Requested Funds: Match Funds: % of Project Costs: Project Dates: Title: Status:

[Unassigned] \$0.00 \$0.00 0.00 % 10/01/2012 - 08/30/2013 Domestic Violence Awareness and... Pending

OFFICERS

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. If a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title	Email
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate	dschultz@frederick-md.net
Aquino, Mr. Ron	Fiscal Officer	Frederick County Health Department	Fiscal Specialist	ron.aquino@co.fredrick.md.us
Benner, Ms. Theresa	Civil Rights Contact	Frederick County Detention Center	Director of Community Services	

Officer Type: Civil Rights Contact

Select	Contact Name	Organization	Job Title
<input type="checkbox"/>	Abramson, Carol	Frederick County Government - Commissioners	Frederick County Grants Coordinator
<input checked="" type="checkbox"/>	Aquino, Ron	Frederick County Health Department	Fiscal Specialist
<input checked="" type="checkbox"/>	Baker, Deirdre	YMCA of Frederick County	
<input checked="" type="checkbox"/>	Ball, Veronica	Frederick City Police Department	Communications Supervisor
<input checked="" type="checkbox"/>	Benner, Theresa	Frederick County Detention Center	Director of Community Services
<input checked="" type="checkbox"/>	Bhattacharya, Sushil	Big Brothers & Big Sisters of Frederick County, Inc.	Executive Director
<input checked="" type="checkbox"/>	Blankenship, Michael D.	Frederick City Police Department	Fiscal Manager
<input checked="" type="checkbox"/>	Bourke, Joseph	Frederick City Police Department	Corporal
<input checked="" type="checkbox"/>	Bower, Frederick	Frederick County District Court	Circuit Court Judge
<input checked="" type="checkbox"/>	Brown, James E M.D.	Frederick County Health Department	Health Officer

Page size: 20 114 items in 6 pages

Figure 60 - Project Director, Fiscal Officer, and Civil Rights Contact Added to Application

5.3.1.5 Add Service Sites

1. Click **Service Sites** in the Grant Menu to view and add service sites to your project.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

Grant Menu: Application Numbers: Requested Funds: Match Funds: % of Project Costs: Project Dates: Title:

[Unassigned] \$0.00 \$0.00 0.00 % 10/01/2012 - 06/30/2013 (Example) Dom...

OFFICERS

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. If a contact is not listed in the d...

Contact Name	Officer Type	Organization Name	Job Title
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate
Aquino, Mr. Ron	Fiscal Officer	Frederick County Health Department	Fiscal Specialist
Benner, Ms. Theresa	Civil Rights Contact	Frederick County Detention Center	Director of Community Services

Officer Type: Civil Rights Contact

Select	Contact Name	Organization
<input type="checkbox"/>	benner	
<input checked="" type="checkbox"/>	Benner, Theresa	Frederick County Detention Center

Figure 61 – Click Service Sites in Grant Menu

- Note: Any Service Sites indicated on the Face Sheet will automatically be displayed on this screen.
2. Click **Add new record** to add a service site to your project.

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers
- Service Sites**
- Summary
- Narrative
- Budget
- Print
- Documents

Application Numbers:	Requested Funds:	Match Funds:	% of Project Cost:
[Unassigned]	\$0.00	\$0.00	0.00 %

SERVICE SITES

The service site is the location where your program will actually take place. Please put the name of the place, the address and please indicate that under the name of the service site and leave the rest blank. Remember the service site is the location where your project is located. NOT your organization's Headquarters.

[Add new record](#)

Site Name	Address
Frederick City Police Department	100 West Patrick Street Frederick, MD 21701

Figure 62 - Add a New Service Site Record

3. Enter the site name and address then click the **Checkmark** to save or the **X** to cancel.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Menu

- Search
- Face Sheet
- Officers
- Service Sites**
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number:	Requested Funds:	Match Funds:	% of Project Cost:	Project Dates:	Title:	Status:
[Unassigned]	\$0.00	\$0.00	0.00 %	10/01/2012 - 09/30/2013	(Example) Domestic Violence Anar...	Pending

SERVICE SITES

The service site is the location where your program will actually take place. Please put the name of the place, the address and associated congressional and legislative district. If your activity will have a statewide, countywide or citywide impact, please indicate that under the name of the service site and leave the rest blank. Remember the service site is the location where your project is located. NOT your organization's Headquarters.

[Add new record](#)

Site Name	Address	Active	Edit	Delete
Frederick City Police Department	100 West Patrick Street Frederick, MD 21701-0518	<input checked="" type="checkbox"/>		

Frederick City Police Department

100 West Patrick Street Frederick, MD 21701-0518

[Checkmark](#) [X](#)

Figure 63 - Click Checkmark to Save New Service Site Record

5.3.1.6 Add Project Summary

1. Click on **Summary** in the Grant Menu to add a brief project summary. Instructions for writing the Project Summary appear in the hardcopy NOFA.

Figure 64 - Click Summary in Grant Menu

2. Based on the parameters outlined in the hardcopy NOFA, enter a summary of your project in the Summary box and click the Save button.

Figure 65 - Add Project Summary

5.3.1.7 Add Project Narrative

1. Click **Narrative** in the Grant Menu to enter a detailed description of your project. Detailed instructions for completing the Narrative appear in the hardcopy NOFA.

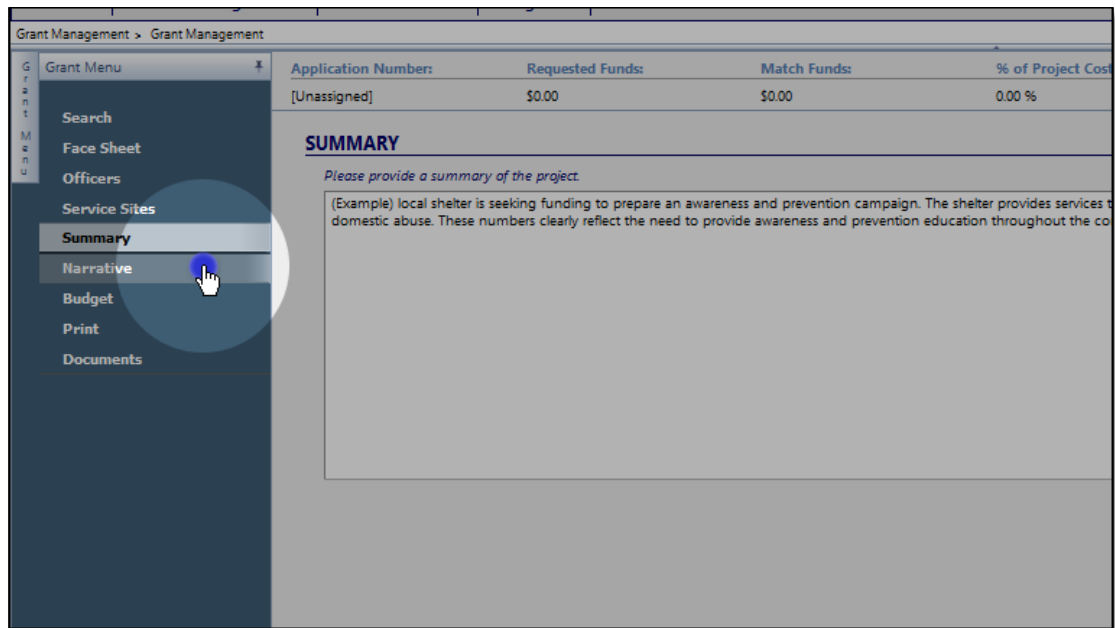


Figure 66 - Click Narrative in Grant Menu

2. Click in the text box below the Editing Toolbar to begin typing in the detailed narrative for your project. Click the **Save** button when you are finished.
 - The format content requirements for the Project Narrative are explained in the Notice of Funding Availability (NOFA) for this grant. Failure to provide a properly prepared narrative (as dictated by the NOFA) could delay the processing of your application. Completing this section of the application is mandatory.
 - Text for the narrative is stored as *rich text*, or formatted text, which means that you can paste narrative into the application from a word-processing program. If you type your narrative text directly into this application, you can still format it like you would in a word processor, using bullet and numbered lists, indentation, and bold/italic characters, all accessible from the Editing Toolbar.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

Application Number: Requested Funds: Match Funds: Project Date: Title: Status:

[Unassigned] \$0.00 \$0.00 10/01/2012 - 06/30/2013 (Example) Domestic Violence Area... Pending

NARRATIVE

The federal grant requirements for the Budget Narrative are explained in the header of funding activity. It is the responsibility of the grantee to provide a properly prepared narrative (as directed by the NIOSA) which is a mandatory section of the application.

The narrative should be limited to approximately 12 typewritten pages. Text length exceeding 12,000 characters will not be saved (a character is any typed letter, digit, punctuation, symbol, spacebar or carriage return).

***** Please do NOT enter text using all capital letters *****

[Example] local shelter is seeking funding to prepare an awareness and prevention campaign. The shelter provides services to all adult domestic abuse victims. Since the shelter was formed in 2001, we have assisted over 2000 victims of domestic abuse. These numbers clearly reflect the need to provide awareness and prevention education throughout the community.

1. We are requesting funding for the additional position of a part-time administrative assistant.
2. Additionally, we are requesting funding to purchase a laptop computer and LCD projector for training and education purposes. We regularly provide educational clinics and seminars in the community to increase awareness and help domestic abuse from taking place.
3. Our shelter sponsors a Victim Impact Panel for our abuse victims. This serves as a forum for our domestic abuse victims to meet other victims as well as advocates and representatives from various agencies in the community who can assist them.
4. The shelter is also requesting funding for training our employees and volunteers to help them become more effective advocates in the community.

Design Review Words: 164 Characters: 1285

Figure 67 - Add Narrative to your application

5.3.1.8 Create Project Budget

A project budget must be included with every grant application. You must enter budget information into at least one of the following categories:

- Personnel
- Operating Expenses
- Travel
- Contractual Services
- Equipment
- Other

Note: Not all categories may be available (based on the parameter established in the NOFA).

The following procedure shows an example of creating a project budget containing a line item in the Personnel budget category and providing the related budget justification. Repeat this procedure for each category and line item associated with your proposed budget.

1. Click **Budget** in the Grant Menu.

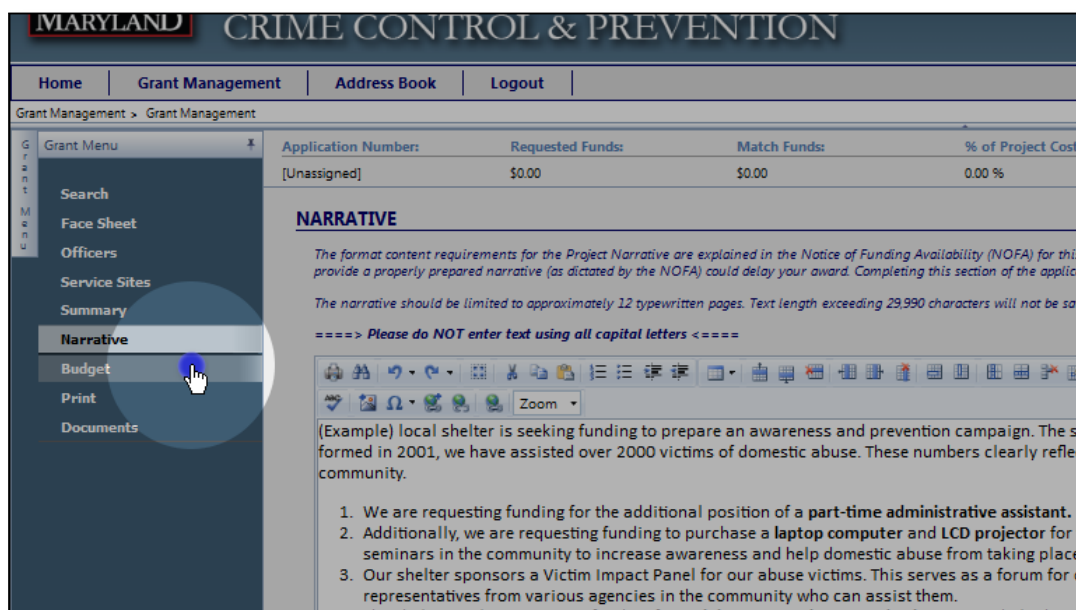


Figure 68 - Click Budget in the Grant Menu

2. The Original Grant Application Budget screen is displayed:

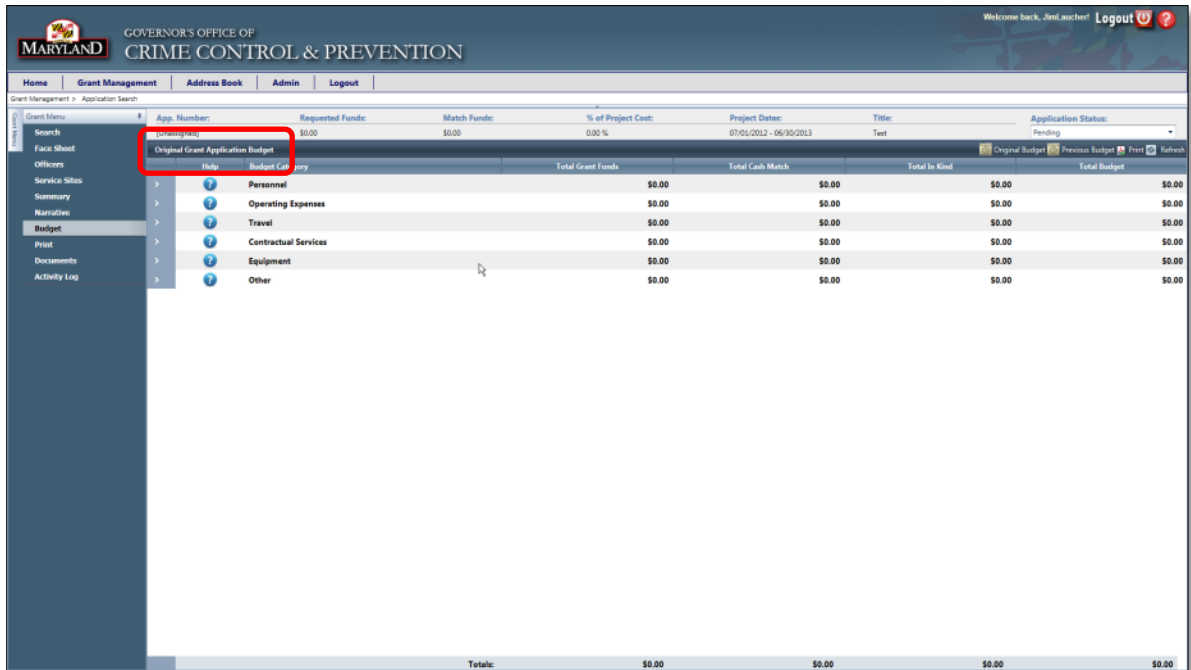


Figure 69 - Original Grant Application Budget Screen

- Click the **Expand** icon next to the Budget Category you want to add a new entry for. For this example procedure, click the **Expand** icon next to the **Personnel** Budget Category. Then click the **+** icon beside **Add New Record**.

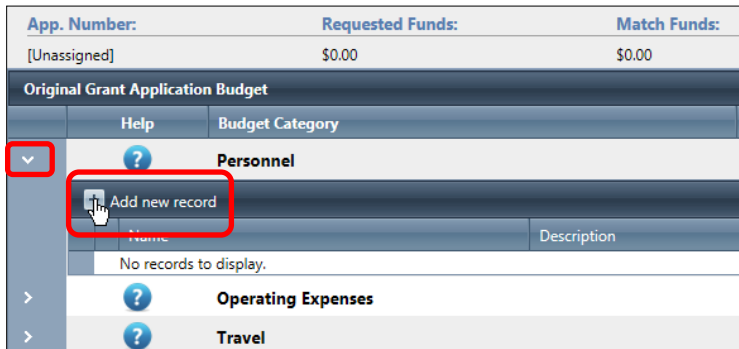


Figure 70 - Expand Budget Category and Add New Record

- Add the required information to the new Personnel record as described below.

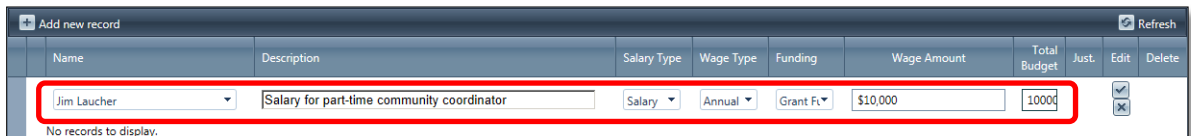


Figure 71 - Add Line Item Information

- Name:** If available, type the name of the person in your organization you want to fund with this grant. If you have not yet hired the person or assigned someone to this position, or if it is sensitive information (i.e., undercover officer), enter "Employee # __".

- **Description:** Briefly describe the person's role (for example: New Admin Assistant)
- **Salary Type:** Indicate whether the line item is considered Salary, Fringe, or Overtime
- **Wage Type:** Indicate whether the line item is Salary or Hourly
- **Funding:** Select the means by which the position will be funded – Grant Funds, Cash Match, or In-Kind Match.

The following provisions apply to match requirements:

- ⇒ The sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or
 - ⇒ IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food)
 - ⇒ Funds from other Federal sources may not be used to meet the match requirement.
 - ⇒ Funds or in-kind resources used as match must be directly related to the project goals and objectives.
 - ⇒ Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
 - ⇒ Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.
- **Annual Salary:** Enter the annual salary for the position. If it is an hourly position, you must annualize it to calculate the annual salary and enter it here.
 - **Requested Amount:** Enter the amount of funds you are requesting for this resource.

5. Click the **Checkmark** below **Edit** to add the new line item to the Personnel budget category. If you click the **X** button instead, the information you entered for this line item will be lost and you will be returned to the [Original Grant Application Budget](#) screen.

The screenshot shows a web form titled "Add new record" with a "Refresh" button in the top right. The form contains a table with the following columns: Name, Description, Salary Type, Wage Type, Funding, Wage Amount, Total Budget, Just., Edit, and Delete. A single record is entered: Name: Jim Laucher, Description: Salary for part-time community coordinator, Salary Type: Salary, Wage Type: Annual, Funding: Grant F., Wage Amount: \$10,000, Total Budget: 10000. The "Just." column has a checkmark icon, and the "Edit" column has a checkmark icon. The "Delete" column has an "X" icon. A red box highlights the "Edit" column's checkmark icon. Below the table, it says "No records to display."

Figure 72 - Save new budget line item

6. After your new line item is saved, you are returned to the [Original Grant Application Budget](#) window:

App. Number:	Requested Funds:	Match Funds:	% of Project Cost:	Project Dates:	Title:	Application Status:
[Unassigned]	\$10,000.00	\$0.00	0.00 %	07/01/2012 - 06/30/2013	Test	Pending

Original Grant Application Budget	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Personnel	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Figure 73 - Budget Totals Updated based on New Line Item

The following budget amounts are updated to reflect the newly added line item:

- Budget Category Total for each Match Type
 - Total of all Categories for each Match Type
 - Total Project Budget
7. Repeat Steps 4 - 7 for each budget entry you wish to make (expand category, add new record, enter line item information, and save the entry).

App. Number:	Requested Funds:	Match Funds:	% of Project Cost:
[Unassigned]	\$10,000.00	\$0.00	0.00 %

Original Grant Application Budget	Total Grant Funds
Personnel	\$10,000.00
Operating Expenses	\$0.00
Travel	\$0.00
Contractual Services	\$0.00
Equipment	\$0.00
Other	\$0.00

Figure 74 - Repeat Add New Record for each Budget Item

8. Budget totals are updated every time you save a new line item.

NOTE: While your new budget is saved, you must provide a justification for each entry in order to submit your application, as described in the following section.

5.3.1.9 Create Project Budget Justifications

In the previous section, we created a budget revision and added a line item within the Personnel budget category. To provide a justification for that item, do the following:

1. Click the **Expand** icon next to Personnel.

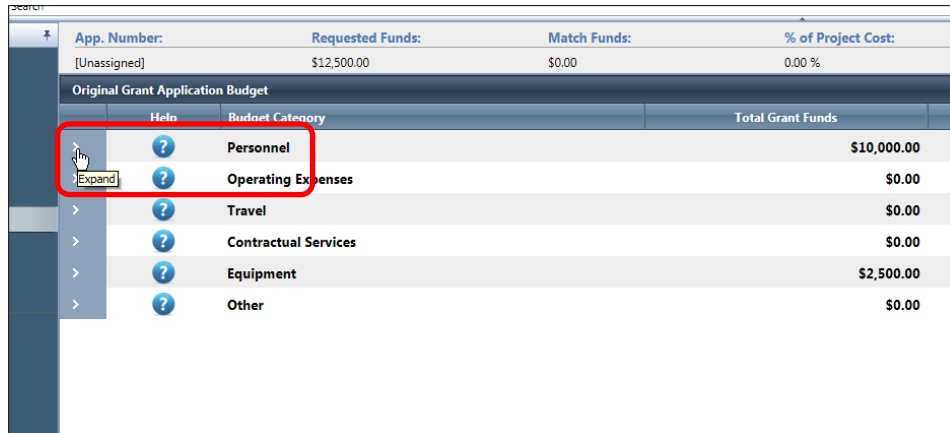


Figure 75 - Add Budget Line Item Justification - Expand Record

Records within the category are expanded automatically, and the line item you added is shown.

2. Click on the **Just** link next to the pencil icon to display the text box that you'll use to add your budget item justification.



Figure 76 - Click JUST to Enter Line Item Justification

3. Click in the **Justification text box** and type in the justification for the specific budget item you just added, then click the **Save** button.

The screenshot shows the 'Original Grant Application Budget' application. A 'Justification' dialog box is open over the 'Personnel' budget line item for 'Jim Laucher'. The dialog contains a text area with the justification text: 'The community outreach coordinator will make presentations and recruit volunteers on a part time basis.' The 'Save' button at the bottom of the dialog is highlighted with a red rectangle. The background table shows budget details for Personnel (\$20,000.00) and other categories like Operating Expenses, Travel, Contractual Services, Equipment, and Other, all with \$0.00 values.

Figure 77 - Type in justification and hit Save

4. Repeat this procedure to add a justification to every budget line item you created in your new budget revision.
5. After creating a new budget revision, adding all required line items, and providing a justification for each line item, proceed to the next steps to complete and finalize the application.

5.3.1.10 Finalize Grant Application

To summarize, the grant application process up to this point included the following tasks:

1. Create Application
2. Complete Project Face Sheet
3. Assign Officers
4. Add Additional Service Sites (if applicable)
5. Add Project Summary
6. Add Project Narrative
7. Create Project Budget and Justifications

Finalizing a grant application includes tasks you perform using GMS and those you will perform manually, as follows:

1. Attach Documents to the Application (Optional)
2. Review and Revise Application Prior to submitting it electronically in GMS
 - a. Generate a Draft (Pending Submission) Hardcopy
 - b. Review Draft Hardcopy
 - c. Revise Application in GMS if changes are required
 - d. Repeat a) through c) if necessary
3. Submit Application Electronically using GMS
4. Prepare and Deliver Hardcopy of Application
 - a. Print Hardcopy of Application using GMS
 - b. Collect Proper Signatures
 - c. Make Appropriate Number of Photocopies (as required by the NOFA)
 - d. Deliver Application Hardcopy to GOCCP

The tasks above that you perform in GMS are described in the following sections.

5.3.1.10.1 Attach Documents to Grant Application

1. Click Documents in the Grant Application Menu to the left of the screen.

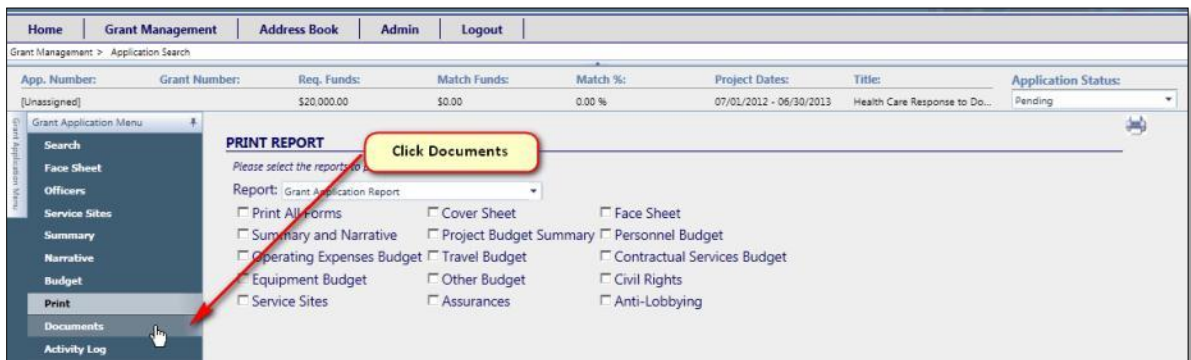


Figure 78 - Access Documents in Grant Application Menu

2. Click the Add New Record icon to display the data entry screen.



Figure 79 – Add New Document Record to Grant Application

Clicking Add New Record brings up the new document data entry screen:

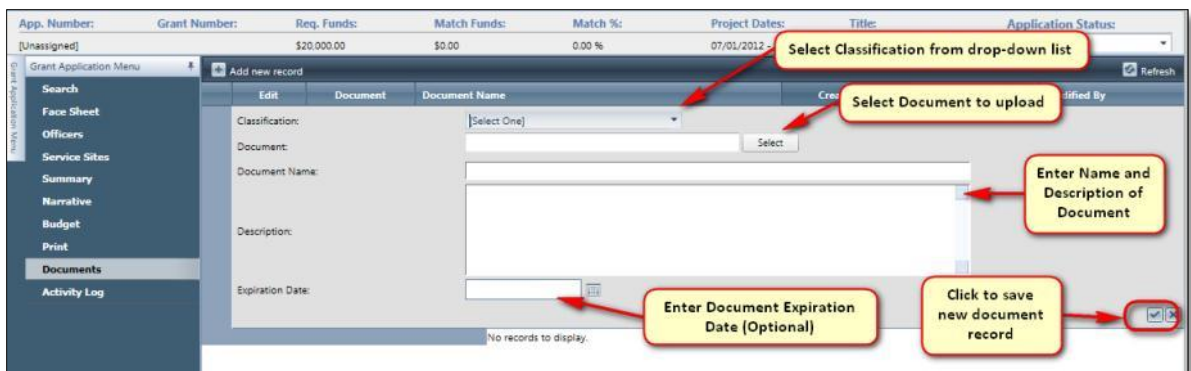


Figure 80 – New Document Data Entry Screen

3. Select a classification for the document from the Classification drop-down list.
4. Click the Select button beside the Document field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it. If your computer runs the Microsoft Windows 7 operating system, the dialog will appear similar to the following figure:

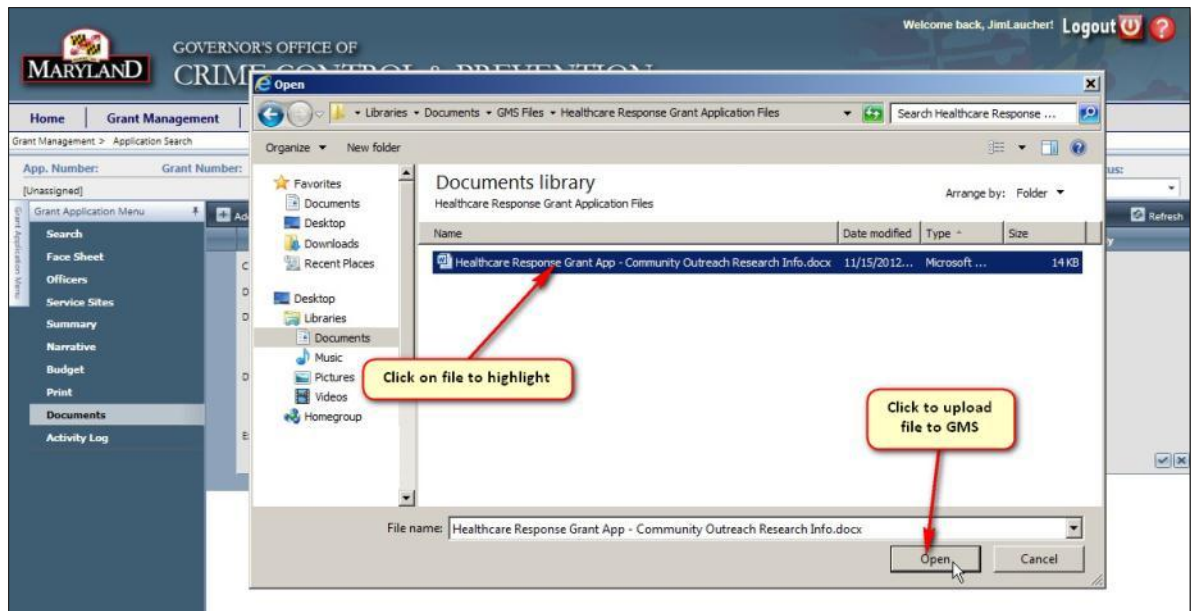


Figure 81 – Select File from Computer to Upload to GMS

- Browse your computer for the file you wish to upload. When you locate the file, click on it to highlight it, then click the Open button to upload the file to GMS.
- If your computer is running a different operating system, the dialog box may appear differently – you would still just browse for the file and select it to upload it.

After you select the document to upload, you are returned to the Data Entry screen and the document you uploaded is listed next to the Document label. Complete the remaining fields as follows:

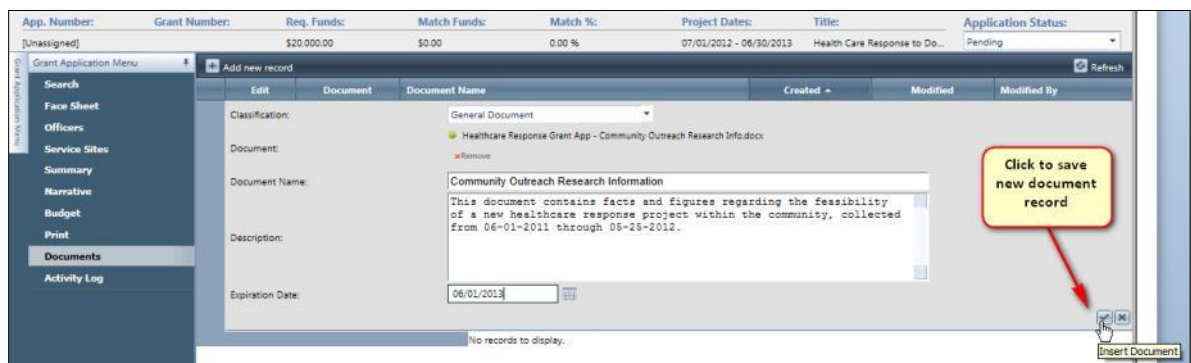


Figure 82 – Complete Remaining Data Entry

5. Type a descriptive name for the document in the Document Name field.
6. Type a detailed description of the document into the Description field.
7. If applicable, add a date that the document will no longer be available. Either click the calendar icon next to the Expiration Date field and choose a date by clicking on it, or type the date directly into the Expiration Date text field in the format MM/DD/YYYY (ex. 05/01/2013).
8. Click the checkmark icon to the lower left of the screen to upload and save the document to the Funding Program. If you click on the cancel icon (X), the document will not be uploaded or saved

and you'll be returned to the previous screen. The newly added document is now displayed in the Documents list:



Figure 83 – New Document Record Displayed in List

5.3.1.10.2 Generate and Review a Draft (Pending Submission) Hardcopy of the Grant Application

Hardcopies generated *before completing electronic submission* say “Pending Submission” and will not be accepted by GOCCP. Use this hardcopy of the application as a review tool. After you electronically submit the application, you can generate and print a final hardcopy, which you will deliver to the GOCCP manually.

1. Use the instructions in this section to generate a *draft* hardcopy of your complete application in PDF format.
2. Print the hardcopy or view the PDF on your computer and review it for completeness. If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections 5.3.1.3 through 5.3.1.9.
3. Repeat the first two steps until the application is complete and all the information is correct. At this point you can proceed to the next section and electronically submit the application.

To generate a draft hardcopy of your grant application in PDF format:

1. Click **Print** in the Grant Application Menu.

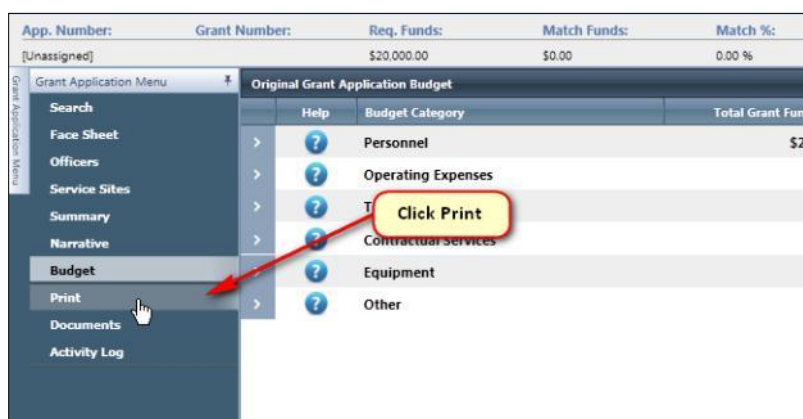


Figure 84 – Access Print from Grant Application Menu

2. Click the **Report** drop-down list arrow and select the report you want to print.

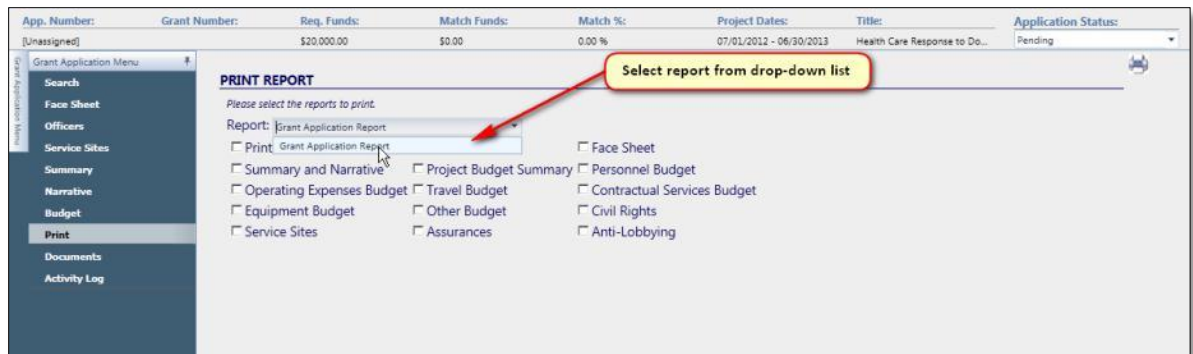


Figure 85 – Select Report from Drop-down List

- The "Grant Application Report" is a complete report of your application and contains several forms. Click in the checkbox beside each form you wish to be included in the report, or click in the checkbox beside "Print All Forms" to select all forms automatically.

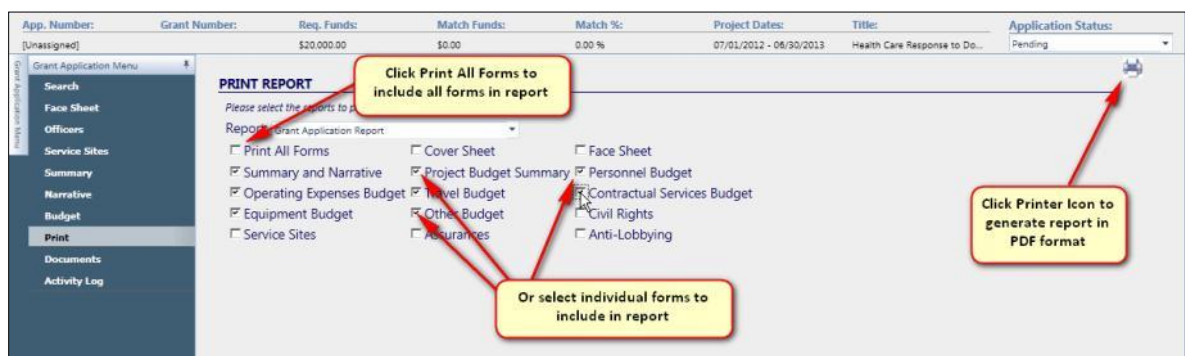


Figure 86 – Select Forms to Include in Report

- Click on the **Printer icon** to generate a report containing the items you selected.
- If you are using Microsoft Internet Explorer, a dialog box will appear at the bottom of the browser when the report is ready:

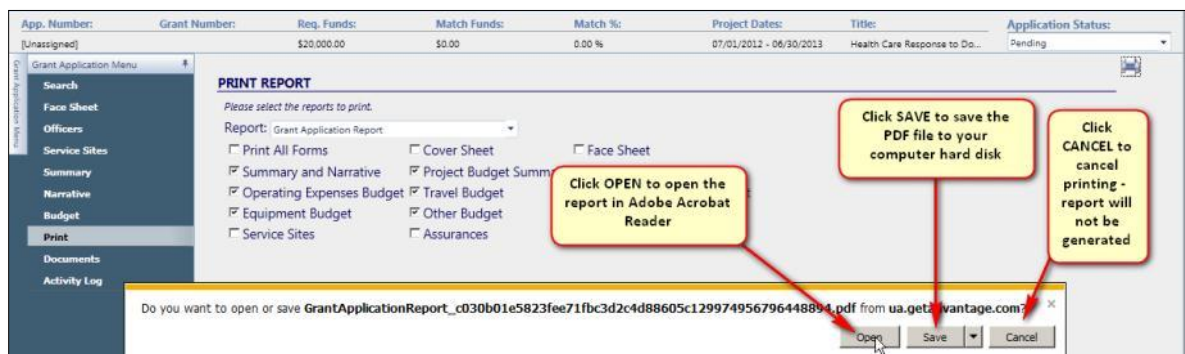


Figure 87 – Select Forms to Include in Report

- Click OPEN to view the report in Adobe Acrobat Reader, click Save to save the PDF file to your computer hard disk, or click CANCEL to cancel generation of the report.
- If you use a different browser, you will still have the same options, but they may be presented differently.

6. If you selected OPEN, the report will now be displayed in Adobe Acrobat Reader:

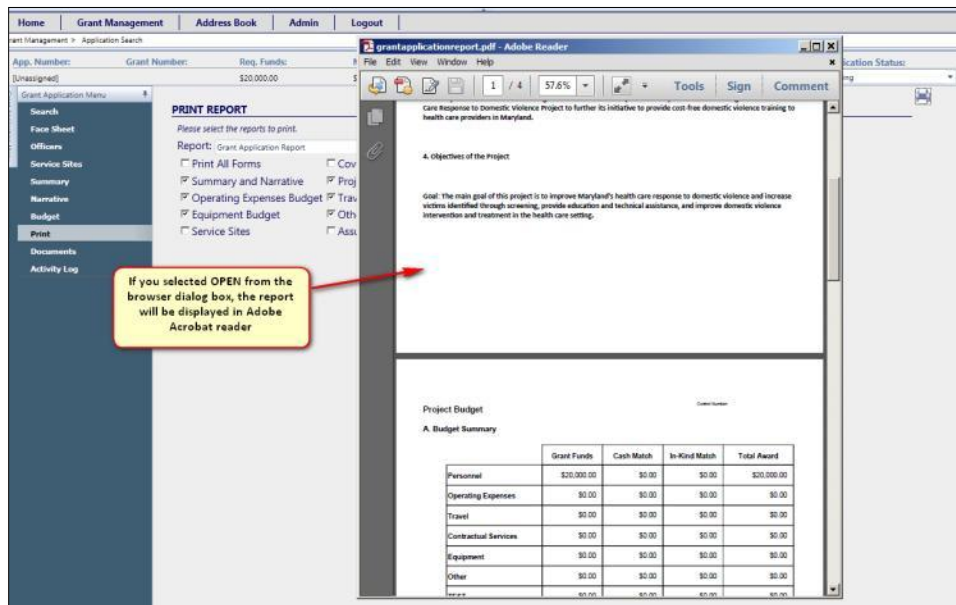


Figure 88 – Select Forms to Include in Report

Review your Grant Application

Be sure to carefully review all of the forms you printed as part of your application.

In addition to checking it for completeness, ensure that contact names and addresses, email addresses, and signature lines are all present and correct. Often when any of these items are missing or incorrect, it means your user ID or other contact information may have not been set up correctly in GMS. For example:

- If the name of the Authorized official is missing from the signature line of the Assurances or Anti Lobbying forms, then an Authorized Official must be assigned to the Organization. Select Address Book, Organizations, Edit Organization, and use the drop down list to select an Authorized official (refer to Section Navigating GMS for further instructions if necessary). The application report will now include the name of the Authorized Official.
- If the email or address in a letter is missing, then your contact information in the GMS address book needs to be updated.
- If you (or your implementing agency) address is missing, then your organization's information needs to be updated in the GMS address book.
- If you notice any of these issues with your reports, please contact GMS support to have your information updated or corrected.

If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections 5.3.1.3 through 5.3.1.9 accessible via the Grant Application Menu:



Figure 89 – Make Revisions using the Grant Application Menu

You can print a draft grant application report at any time after making revisions. When you have completed the application, proceed to the next step and electronically submit the application.

5.3.1.10.3 Electronically Submit Grant Application to GOCPP

1. Submit your application to GOCPP by clicking in the Status drop-down list and selecting **Submit Application**.

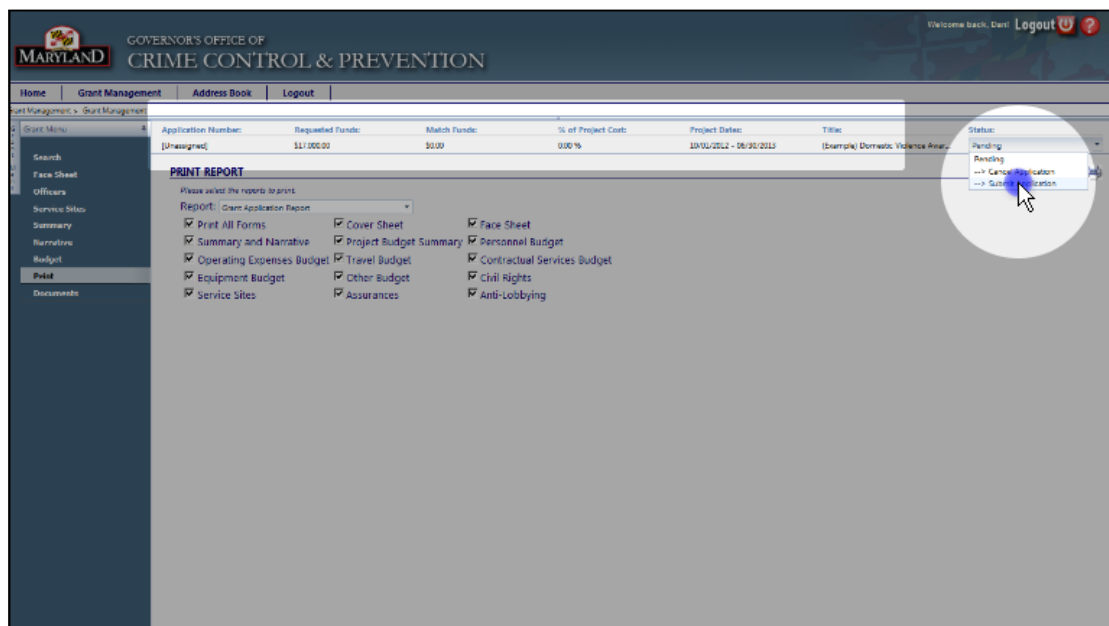


Figure 90 - Submit Application to GOCPP by Changing Status to Submit Application

2. The Submit Application process validates rules to make sure all required fields are completed and correct.
3. If validation fails, a list of required fields will display indicating what needs to be completed in Grant Application
4. When validation is successful, the status will change to “Application Submitted” and a message is displayed to confirm that your application has been submitted.

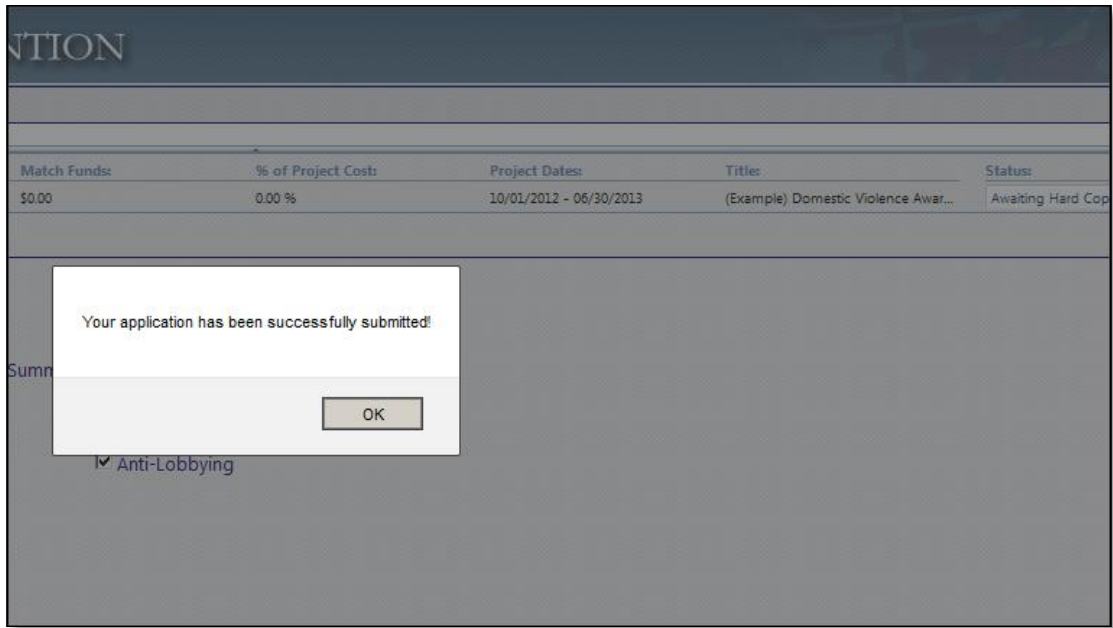


Figure 91 - Submission Confirmation Message

5. Click the OK button in the submission confirmation dialog box, which will bring you directly to the Print screen where you can print the final hardcopy which you will deliver to GOCCP manually, as described in the following section.

5.3.1.10.4 Prepare and Deliver Hardcopy of Application

When you generate a report after successfully submitting the application in GMS, the report will no longer contain the text “Pending Submission”, and can be delivered to GOCCP in hardcopy format. Refer to the instructions in Section 5.3.1.10.2 for printing your hardcopy report. To complete the application process:

- Collect Proper Signatures (have the Authorized Official for the Applicant Agency sign in the appropriate places)
- Make Appropriate Number of Photocopies (as required by the NOFA) and attach any letters of support or other documents to the paper application
- Deliver Application Hardcopy to GOCCP: An original and appropriate number of copies need to be delivered to GOCCP by the hardcopy deadline. The number of copies and deadline dates are outlined in the hardcopy NOFA.

5.3.1.11 View New Grant Application in Home Page

1. You can now print your newly submitted application.
2. Click **Home** to return to your home screen.

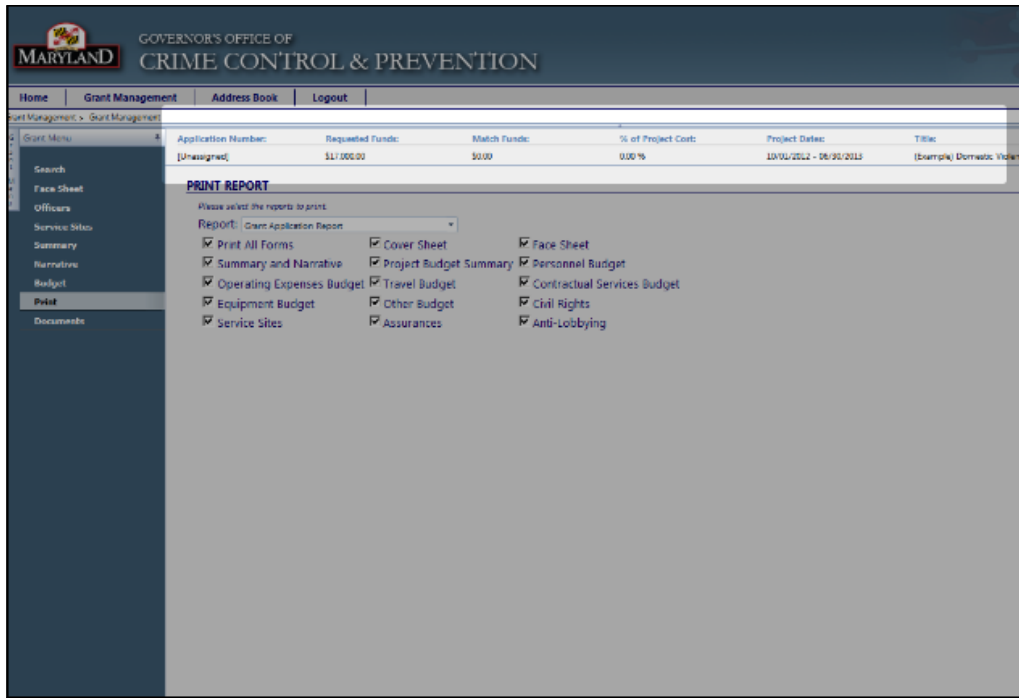


Figure 92 - Click Home to Return to your Home Screen

- Your new application will appear in the Applications Dashboard, with the *Status of Awaiting Hardcopy*.

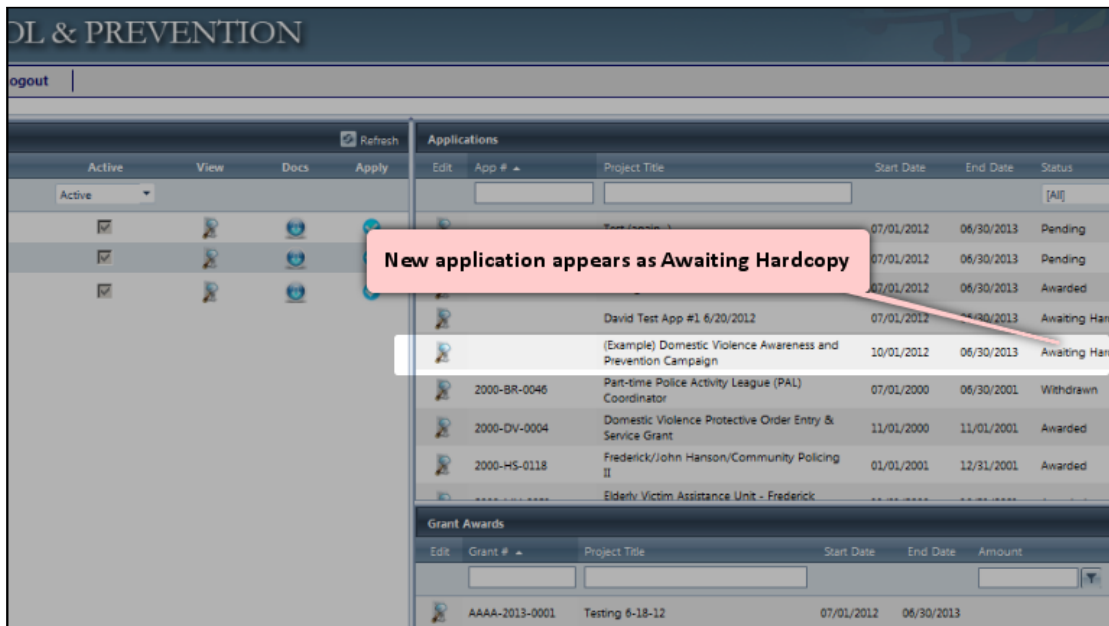


Figure 93 - New Application is displayed in Home Screen - Applications Dashboard

5.3.2 Withdraw a Grant Application (Internal Process)

GOCCP administrators with the appropriate permissions can withdraw an application any time before the grant is awarded.

- | OK | Reports | Admin | Logout | |
|----|--------------|---------------------|-------------------------|-------------------------------------|
| | | | | |
| | | | | |
| | Match Funds: | % of Project Costs: | Project Dates: | Title: |
| | \$0.00 | 0.00 % | 10/01/2012 - 06/30/2013 | (Example) Domestic Violence Awar... |
| | | | Total Grant Funds | Total Cash Match |
| | | | \$15,000.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |

Welcome back, Dan! Logout

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

[Home](#) |
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[Federal Purpose](#)

[Site Visits](#)

[Audits](#)

[Notice of Dispute](#)

[Keywords](#)

[Grant Links](#)

[Close Out](#)

[Reports](#)

[Grant Award GAN](#)

Grant Management > Grant Management

Grant Number:	Awarded:	Award Reported %:	Match:	Match Reported %:	Project Dates:	Title:	Grant Award Status:
BCCP-2012-1801	\$1,974,000.00	87.06 %	\$0.00	0.00 %	07/01/2011 - 06/30/2012	Neighborhood Commu...	Award In Compliance

Save

GRANT SEQUENCE NUMBER

Sequence Number:

PROJECT TITLE

Project Title:

APPLICANT AGENCY

☐ Is service site?
 Address: c/o Commissioner Frederick H. Bealefeld, II
 242 West 29th Street

City, State Zip: Baltimore, MD 21211
 Org. Type: Local Government
 County: Baltimore City
 Auth. Official: Anthony Barksdale

IMPLEMENTING AGENCY

☐ Is service site?
 Address: c/o Commissioner Frederick H. Bealefeld, II
 242 West 29th Street

City, State Zip: Baltimore, MD 21211
 Org. Type: Local Government
 County: Baltimore City
 Auth. Official: Anthony Barksdale

COUNTY/MUNICIPALITY

PROJECT DATES

GFD Code:

GFD Title:

Funding Start Date:

Funding End Date:

Start Date:

End Date:

AWARD DATES

Approved Letter Pending:

Award Letter Sent:

Award Accepted:

Accept Package Sent:

Proj Commencement Recvd:

INVENTORY

PIRF Received:

RISK ASSESSMENT

Risk Assessment:

INITIATIVE

Initiative:

58

5.4 Maintaining Grant Awards

5.4.1 Perform Financial and Programmatic Reporting

Access the GMS programmatic reporting tools to complete and submit the regular report forms (Performance Measurements, Progress Reports, and Financial Reports) required by GOCCP for grant award compliance.

In short, programmatic reporting involves the following steps:

1. Answer, Save, and electronically Submit Performance Measure Questions
2. Print hardcopies of your work, sign, and mail to GOCCP
3. Answer, Save, and electronically Submit Progress Report Questions
4. Print hardcopies of your work, sign, and mail to GOCCP

Financial reporting involves the following steps:

1. Complete, Save, and electronically Submit Budget/Financial Report
2. Print hardcopies of your work, sign, and mail to GOCCP

5.4.1.1 Access the Grant Award Reporting Tools

1. Locate the grant that you want to submit reports for in the Grant Awards Dashboard and click the magnifying glass in the Edit column for this grant.

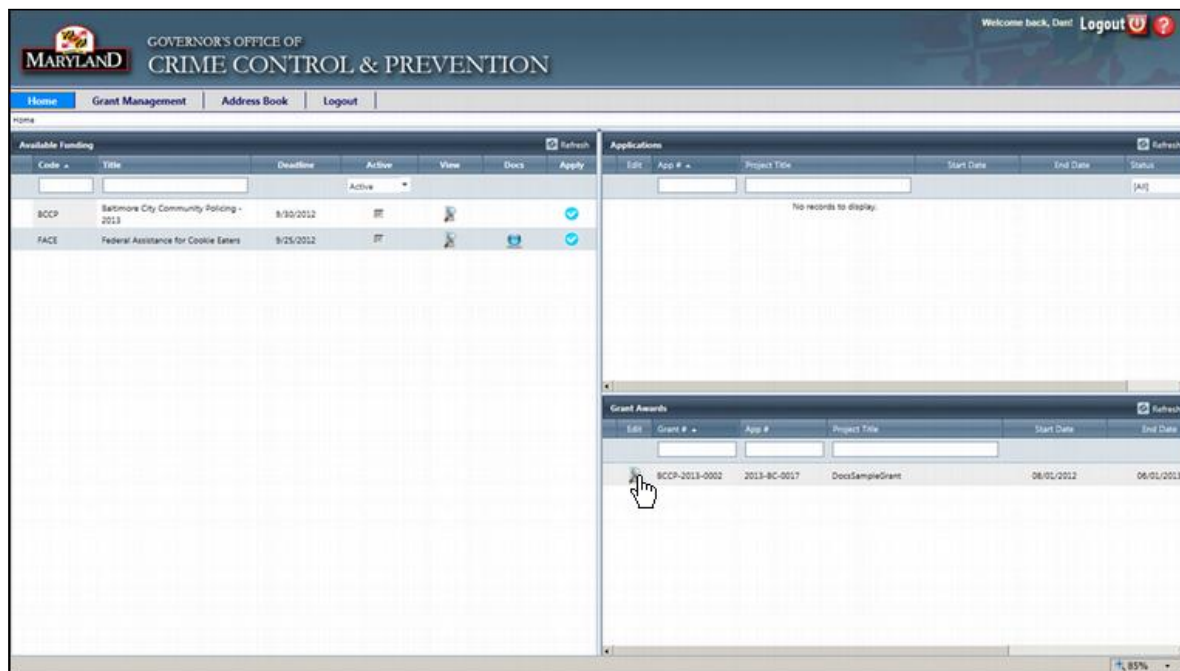


Figure 96 - Edit Grant Award

2. This takes you to the Grant Award screen, which is displayed in two panels:
 - On the left is the Grant Award Menu, which displays a list of categories of information specific to the grant award you selected from my home page.

- Clicking on any category displays detailed information about your grant pertaining to that category in the right panel of the screen.
- By default, this screen takes you to the Face Sheet item in the Grant Award Menu.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' system. The top navigation bar includes 'Home', 'Grant Management', 'Address Book', and 'Logout'. The left sidebar lists various menu items. The main content area displays a table of grant awards with columns for Grant Number, Awarded, Award Reported %, Match, Match Reported %, Project Dates, Title, and Status. Below the table, there are sections for 'GRANT SEQUENCE NUMBER', 'PROJECT TITLE', 'APPLICANT AGENCY', and 'IMPLEMENTING AGENCY', each with a form for entering details. On the right, there are sections for 'PROJECT DATES' and 'AWARD DATES' with corresponding input fields.

Figure 97 - Grant Award Menu and Process Area

3. Click on the Reports category in the Grand Award Menu to access the programmatic reporting tools.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' system. The top navigation bar includes 'Home', 'Grant Management', 'Address Book', and 'Logout'. The left sidebar lists various menu items, with 'Reports' highlighted. The main content area displays a table of reports with columns for Edit, View, Report, Period Start, Period End, Status, Submitted, Last Update, and Report Type. The table is currently empty, showing 'No records to display'.

Figure 98 - Grant Award Menu - Reports Item

The types of reports you'll submit to keep your grant award in compliance are highlighted in light blue in the panel on the right. In general you'll need to submit three types of reports:

- Performance Measures
- Progress Reports
- Financial Reports.

NOTE: When performing programmatic and financial reporting, you use the Add New Record feature under each category to add new reporting entries. Once you've added a new record, if for any reason you need to delete the entry and start over by adding a new one, you can delete the record you just added by clicking the X icon in the Delete column, as shown below. You must do this prior to submitting the entry for review.

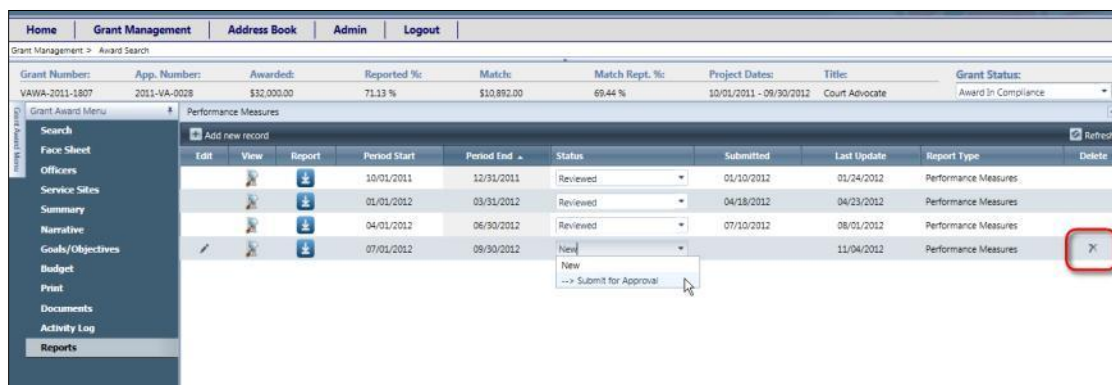


Figure 99 - Deleting a Newly Added Record (Must delete before submitting for approval)

5.4.1.2 Answer, Save, and Submit Performance Measure Questions

1. Click on the Performance Measures bar highlighted in light blue in the process area to expand the section.

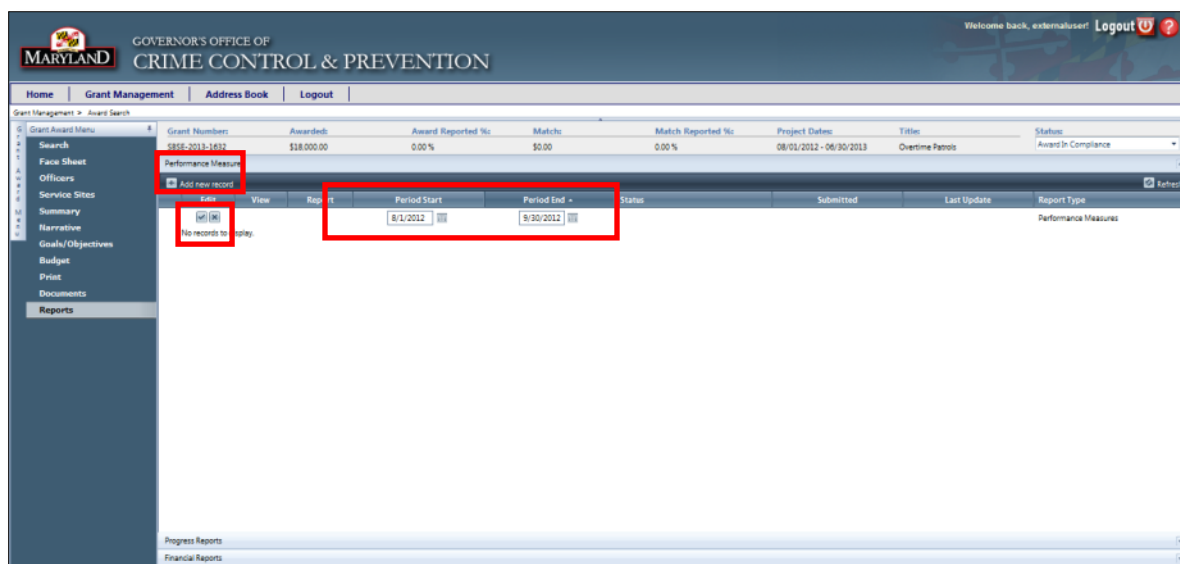


Figure 100 - Add New Performance Measure Record

2. Click on the Add New Record icon to add a new Performance Measures record.
3. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
4. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

- Click on the Magnifying glass icon in the View column of the record you just added to view the performance measure questions.

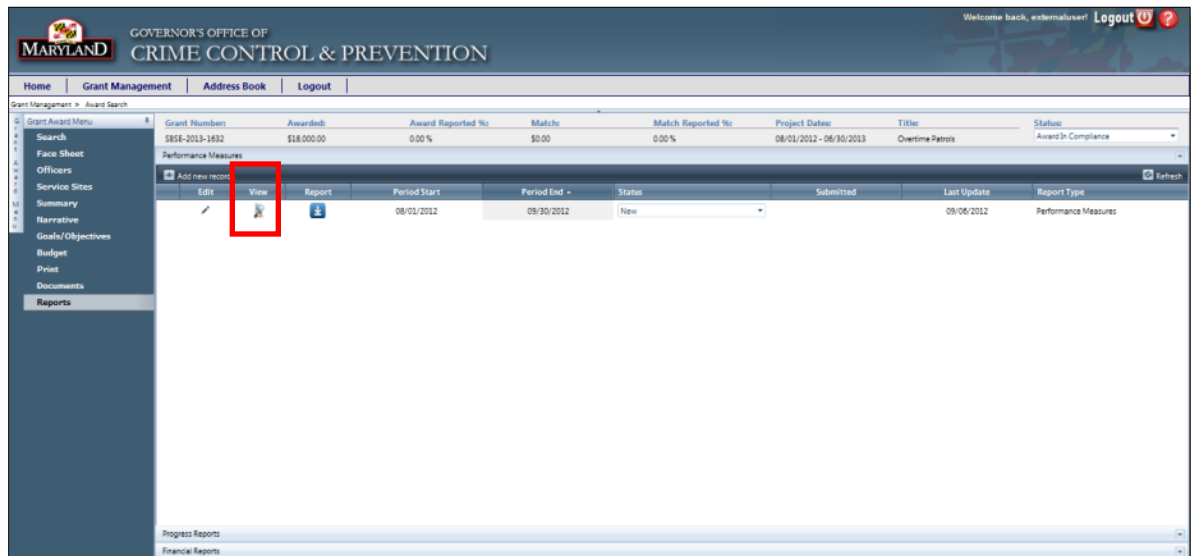


Figure 101 - View New Performance Measure Record Detail

- Provide answers to the questions, and click the Save button when you're done.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The 'Grant Management' tab is active. A table displays grant information for 'S85E-2013-1632'. Below this, a 'Performance Measures' section contains a table with columns: Number, Question, and Response. The 'Response' column is empty, and the 'Save' button is visible. The 'Status' dropdown menu is set to 'New'.

Figure 102 - Answer Performance Measure Questions

- Submit your completed quarterly Performance Measures for approval by clicking the drop-down list under the Status column and select "Submit for Approval". After doing this, the Status will change to Submitted.

Figure 103 shows a screenshot of the 'Performance Measures' section in a grant management system. The interface includes a sidebar with navigation links like 'Grant Menu', 'Search', 'Face Sheet', 'Officers', 'Service Sites', and 'Summary'. The main area displays a table with columns for 'Add new record', 'Edit', 'View', 'Report', 'Period Start', 'Period End', 'Status', 'Submitted', 'Last Update', and 'Report Type'. A red box highlights the 'Status' dropdown menu, which is open and shows 'New' as the selected option. Below 'New' is a link that says '--> Submit for Approval'.

Figure 103 - Submit Performance Measure Questions for Approval

5.4.1.3 Answer, Save, and Submit Progress Report Questions

1. Click on Reports in the Grant Award Menu to return you to the Reports process area screen.

Figure 104 shows a screenshot of the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' website. The 'Reports' link in the left sidebar is highlighted with a red box. The main content area displays a table with columns for 'Number', 'Question', and 'Response'. The table lists 12 questions related to vehicle safety and traffic violations, such as 'Please indicate the number of citations issued for Violations of Transportation Article 21-704 (legally passing a school bus that is stopped and operating alternately flashing red lights during the reporting period)'. The 'Response' column shows the number of responses for each question.

Figure 104 - Access Grant Award Menu Reports

2. Click on the Progress Report bar highlighted in light blue in the process area to expand the section.

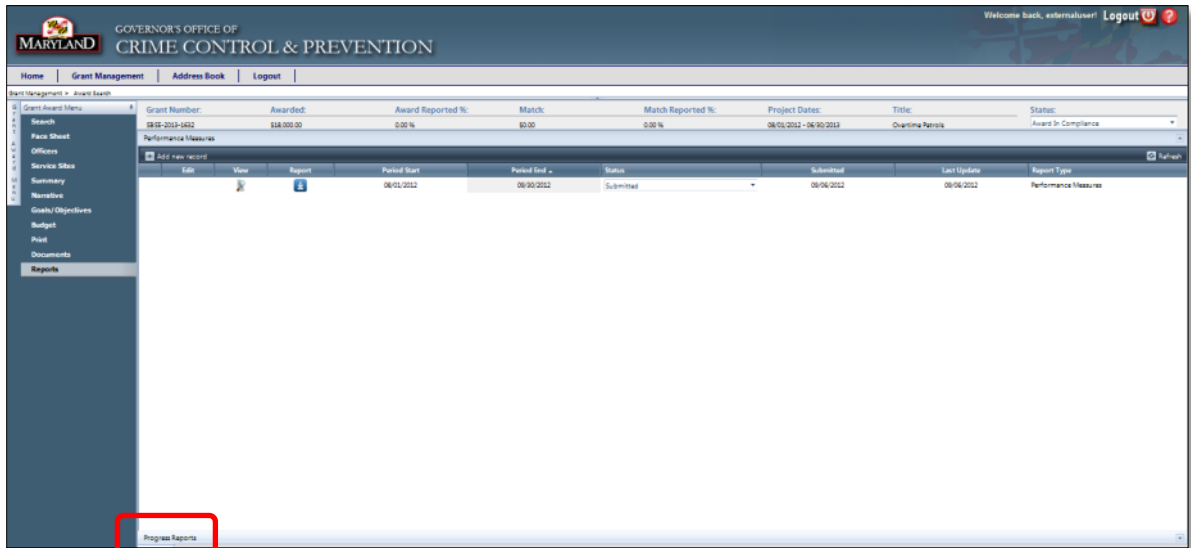


Figure 105-. Click on the Progress Report bar highlighted in light blue to expand the section

3. Click on the Add New Record icon to add a new Progress Report record.
4. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
5. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

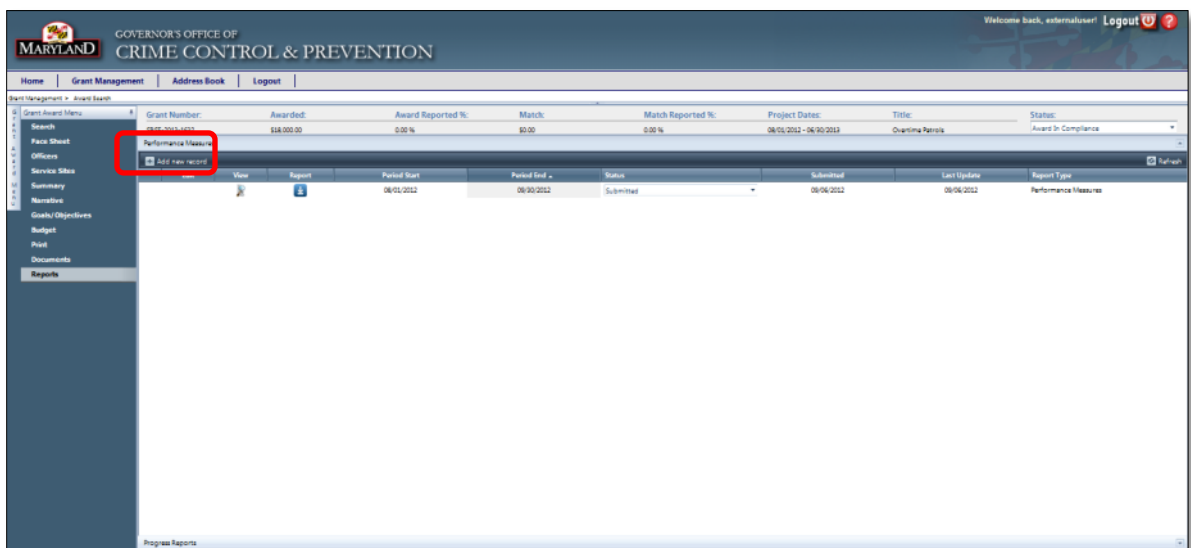


Figure 106 - Add New Progress Report Record

Edit	View	Report	Period Start	Period End	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/1/2012	9/30/2012	No records to display.

Figure 107-Insert a new Progress Report

- Click on the Magnifying glass icon in the View column of the record you just added to view the progress report questions.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' Grant Management interface. The 'Progress Reports' section is selected in the left sidebar. The main table displays a single record with the following details:

Add new record	Edit	View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
<input type="button" value="+"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/01/2012	09/30/2012	New		09/06/2012	Progress Reports

Figure 108 - Edit Progress Report Record Detail

- Provide answers to the questions, and click the Save button when you're done.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' Grant Management interface. The 'Progress Reports' section is selected in the left sidebar. The main area displays the 'Answer Progress Report Questions' screen. The screen shows a list of questions and a large text area for providing answers. The 'Save' button is visible in the top right corner.

Number	Question	Response
1	List and describe any challenges experienced for the School Bus Safety Enforcement Program during the reporting period. Include any request for technical assistance.	
2	Summarize the progress in completing goals/objectives for the grant. Include any best practices developed and/or implemented during the reporting period.	

Figure 109 - Answer Progress Report Questions

- Submit your quarterly Progress Report for approval by clicking the drop-down list under the word Status and select "Submit for Approval". After doing this, the Status will change to Submitted.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Award Menu

Search Face Sheet Officers Service Sites Summary Narrative Goals/Objectives Budget Post Documents Reports

Progress Report

Grant Award Number	Award Amount	Requested	Reimbursed	Available	Report Period	Status
89-01-2013-0002	\$18,000.00	\$0.00	\$0.00	\$18,000.00	08/01/2012-08/30/2012	New

Progress Report

1. List and describe any challenges experienced for the School Bus Safety Enforcement Program during the reporting period. Include any request for technical assistance.

2. Summarize the progress in completing goals/objectives for the grant. Include any best practices developed and/or implemented during the reporting period.

There were no requests for technical assistance this month.

The project has just begun but already we have made progress on our primary objectives.

View Report Period Start Period End Status Submitted Last Update Report Type

08/01/2012 08/30/2012 New 08/06/2012 Progress Reports

Figure 110 - Submit Progress Report Answers for Approval

5.4.1.4 Complete, Save, and Submit Financial Reports

- Click on Reports in the Grant Award Menu to return you to the Reports process area screen.
- Click on the Financial Reports bar highlighted in light blue in the process area to expand the section.

GOVERNOR'S OFFICE OF
CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Award Menu

Search Face Sheet Officers Service Sites Summary Narrative Goals/Objectives Budget Post Documents Reports

Financial Reports

Grant Number	Awarded	Award Reported %	Match	Match Reported %	Project Dates	Title	Status
89-01-2013-0002	\$18,000.00	0.00 %	\$0.00	0.00 %	08/01/2012 - 08/30/2012	Overtime Penalties	Award In Compliance

Add new record

Grant Number	Awarded	Award Reported %	Match	Match Reported %	Project Dates	Title	Status
89-01-2013-0002	\$18,000.00	0.00 %	\$0.00	0.00 %	08/01/2012 - 08/30/2012	Overtime Penalties	Award In Compliance

View Report Period Start Period End Status Submitted Last Update Report Type

08/01/2012 08/30/2012 New 08/06/2012 Progress Reports

Figure 111 - Access Financial Reports Area

- Click on the Add New Record icon to add a new Financial Report record.

- The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
- Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

Edit	View	Report	Period Start	Period End	Status
<input checked="" type="checkbox"/>			8/1/2012	9/30/2012	
No records to display.					

Figure 112-Insert new Financial Report

- Click on the Magnifying glass icon in the View column of the record you just added to view the financial reporting area.

The screenshot shows the Maryland Governor's Office of Crime Control & Prevention system. The sidebar on the left contains navigation links: Home, Grant Management, Address Book, and Logout. The main area displays a table of financial reports. The table has columns for Grant Number, Awarded, Award Reported %, Match, Match Reported %, Project Dates, Title, and Status. Below this, there is a section for 'Add new record' with a 'New' button highlighted by a red box. The 'New' button is located in the 'View' column of the first record.

Figure 113 - Edit New Financial Reports Record

- The Grant Financial Report area is displayed and shows each budget category that was chosen when applying for your grant in a list on the left hand side. Enter your quarterly expenses into the blank text boxes next to each applicable category.

The screenshot displays the 'Financial Report' interface within the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' system. The top navigation bar includes 'Home', 'Grant Management', 'Address Book', and 'Logout'. The main content area shows the 'Financial Report' for Grant Award Number 0818-2013-1492. The report period is 08/01/2012 - 08/30/2012. The form includes a table for 'Financial Report: 08/01/2012 - 08/30/2012' with columns for Category, Grant Funds (Requested/Remaining), Cash Match (Reported/Remaining), In-Kind (Reported/Remaining), and Total Reported. The categories listed are Personnel, Operating Expenses, Travel, Contractual Services, Equipment, and Other. The 'Report Totals' row shows \$0.00 for all categories. A 'SAVE' button is highlighted in the top right corner of the form area.

Figure 114 - Enter Budget Items into Financial Report

- In the example shown in this figure, the project is funded entirely by grant dollars, so text boxes are only available in the Grant Dollars section.
 - If any of the funding for your project comes from Cash Match or In-Kind Match, text boxes will be available in those sections.
 - Dollars entered for each budget category in each area are summed and displayed in the Total Reported column on the right side of the process area.
8. When you've completed entering your budget information, click the SAVE button, in the upper right corner, to SAVE your work. NOTE: If you do not click Save before moving to a different item in the Grant Award Menu, you will lose your work.
 9. Submit your quarterly Financial Report for approval by clicking the drop-down list under the word Status and selecting "Submit for Approval". After doing this, the Status will change to Submitted.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The left sidebar contains a 'Grant Award Menu' with options like Search, Print Sheet, Officers, Service Sites, Summary, Narrative, Goals/Objectives, Budget, Print, Documents, Reports, and Financial Reports. The main content area displays a 'Financial Report' for the period 08/01/2012 - 09/30/2012. It includes a table with columns for Category, Grant Funds Requested/Remaining, Cash Match Reported/Remaining, In-Kind Reported/Remaining, and Total Reported. The 'Status' dropdown menu is highlighted with a red box, showing options like 'New', 'Submit for Approval', and 'Cancel'.

Figure 115 – Submit Financial Report for Approval

5.4.1.5 Print Programmatic and Financial Reports for Signature and Submission by Mail

The final step in Programmatic Reporting is to print, sign, and mail in your quarterly reports.

1. Click Reports in the Grant Award Menu to return to the Reports process area.
2. For each reporting category you completed, locate the record you just added and click on the Print icon in that record as shown in the figure below.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The left sidebar contains a 'Grant Award Menu' with options like Search, Print Sheet, Officers, Service Sites, Summary, Narrative, Goals/Objectives, Budget, Print, Documents, Reports, and Financial Reports. The main content area displays a 'Reports' table with columns for Grant Number, Awarded, Award Reported %, Match, Match Reported %, Project Dates, Title, Status, and Report Type. The 'Print' icon in the 'Reports' table is highlighted with a red box.

Figure 116 – Print Programmatic Reports

3. When your browser prompts you (as shown in the figure below) either click Save to save the PDF report to your hard disk or click Open to open the report in Adobe Acrobat.

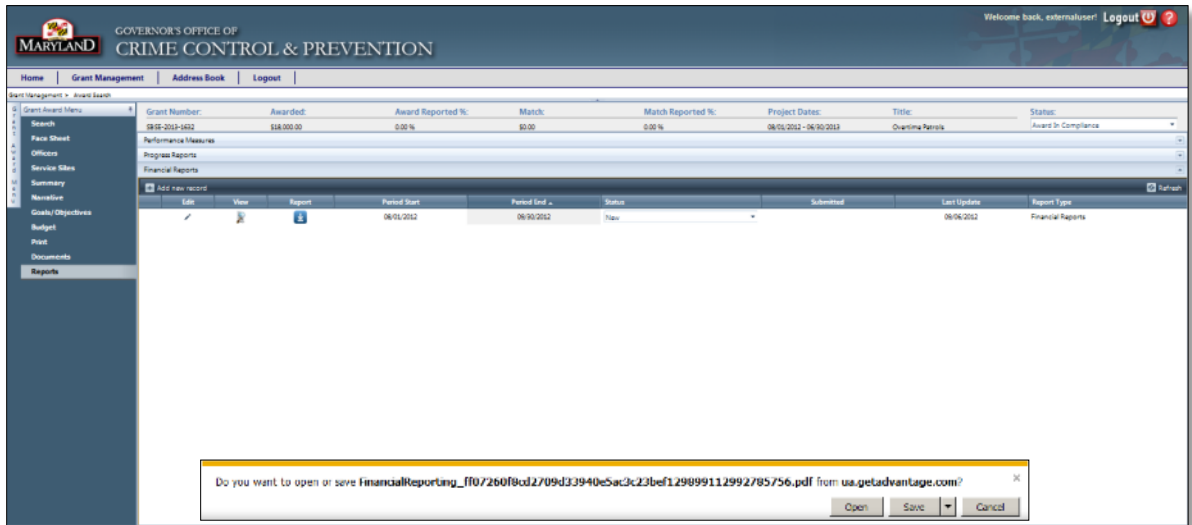
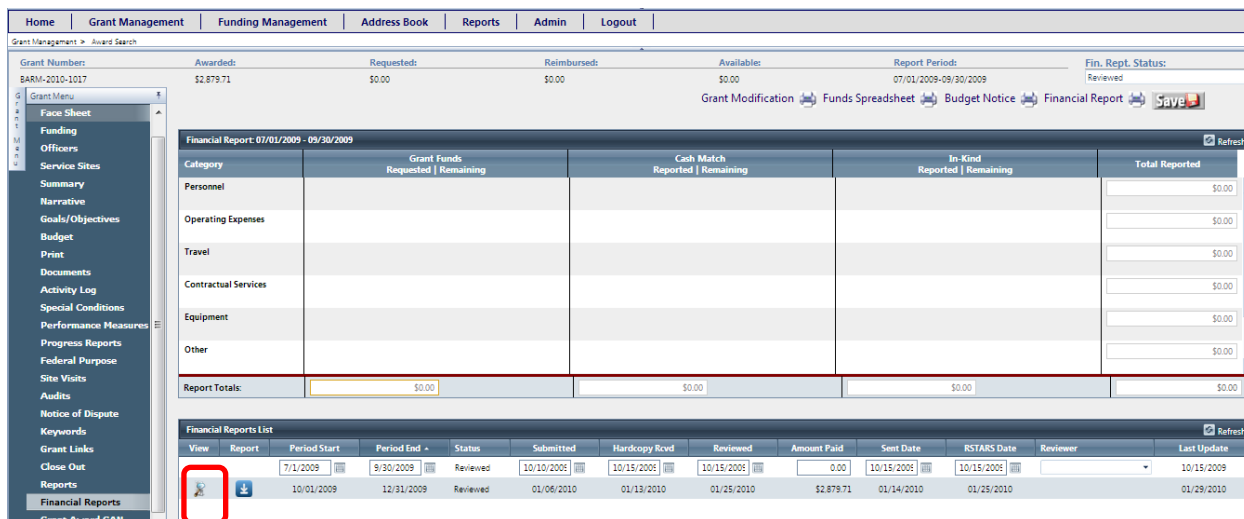


Figure 117 - Saving /Opening Programmatic Reports from Browser

4. Print your report, sign where applicable, and mail to GOCCP.

5.4.1.6 Generate Grant Modification Request Form

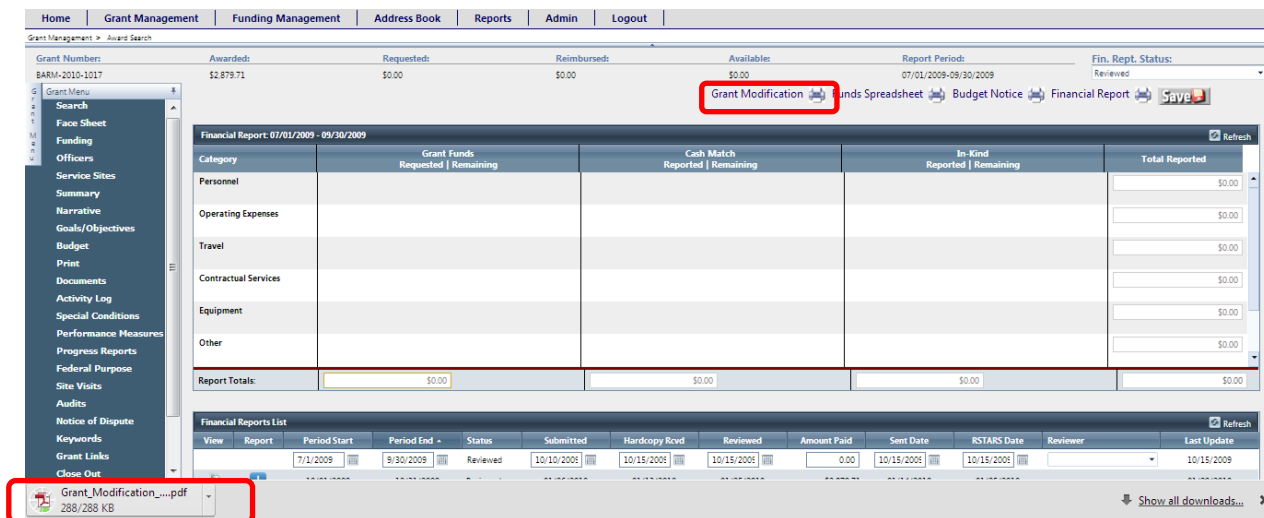
1. Within a grant award, navigate to the Reports, Financial Reports area, and click the magnifying glass icon to view an individual financial report.



The screenshot shows the 'Grant Management' interface. On the left is a 'Grant Menu' sidebar with options like Face Sheet, Funding, Officers, Service Sites, Summary, Narrative, Goals/Objectives, Budget, Print, Documents, Activity Log, Special Conditions, Performance Measures, Progress Reports, Federal Purpose, Site Visits, Audits, Notice of Dispute, Keywords, Grant Links, Close Out, Reports, Financial Reports, and Grant Award GAN. The main area displays 'Financial Report: 07/01/2009 - 09/30/2009' with a table of categories (Personnel, Operating Expenses, Travel, Contractual Services, Equipment, Other) and their respective amounts. Below this is the 'Financial Reports List' table, which includes columns for View, Report, Period Start, Period End, Status, Submitted, Hardcopy Rcvd, Reviewed, Amount Paid, Sent Date, RSTARS Date, Reviewer, and Last Update. The first row in this table has a magnifying glass icon in the 'View' column, which is highlighted with a red box.

Figure 118. Select an individual financial report to view

2. Within the financial report, click the printer icon next to the Grant Modification link at the top right of the page to generate a Grant Modification Request.
3. Download the file from your web browser; then save or print from Adobe Acrobat.



This screenshot shows the same 'Financial Report' page as Figure 118. In the top right corner, the 'Grant Modification' link is highlighted with a red box. At the bottom of the page, a download bar shows a file named 'Grant_Modification_...pdf' with a size of 288/288 KB, also highlighted with a red box. The rest of the page content remains the same as in Figure 118.

Figure 119. Generate Grant Modification Form

5.4.1.7 Generate Grant Budget Notice

1. Within a grant award, navigate to the Reports, Financial Reports area, and click the magnifying glass icon to view an individual financial report.

The screenshot shows the Grant Management interface. The top navigation bar includes Home, Grant Management, Funding Management, Address Book, Reports, Admin, and Logout. The left sidebar contains a menu with options like Face Sheet, Funding, Officers, Service Sites, Summary, Narrative, Goals/Objectives, Budget, Print, Documents, Activity Log, Special Conditions, Performance Measures, Progress Reports, Federal Purpose, Site Visits, Audits, Notice of Dispute, Keywords, Grant Links, Close Out, Reports, Financial Reports, and Grant Award GAN. The main content area displays a financial report for the period 07/01/2009 - 09/30/2009. The report includes a table with columns for Category, Grant Funds Requested | Remaining, Cash Match Reported | Remaining, In-Kind Reported | Remaining, and Total Reported. The categories listed are Personnel, Operating Expenses, Travel, Contractual Services, Equipment, and Other. Below this table is a 'Financial Reports List' table with columns for View, Report, Period Start, Period End, Status, Submitted, Hardcopy Rcvd, Reviewed, Amount Paid, Sent Date, RSTARS Date, Reviewer, and Last Update. A magnifying glass icon is highlighted in a red box in the left sidebar and another in the Financial Reports List table.

Figure 120. Select an individual financial report to view

2. Within the financial report, click the printer icon next to the Budget Notice link at the top right of the page to generate a Grant Budget Notice.
3. Download the file from your web browser; then save or print from Adobe Acrobat.

The screenshot shows the same Grant Management interface as Figure 120. The 'Budget Notice' link in the top right corner of the report area is highlighted in a red box. The bottom of the page shows a download bar with several files, including 'Financial_Reporting_...pdf', 'Budget_Notice.pdf' (highlighted in a red box), 'Grant_Funds_Spread...pdf', and 'Grant_Modification_...pdf'. The 'Budget Notice.pdf' file is the one generated by clicking the printer icon.

Figure 121. Generate Budget Notice

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